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ABSTRACT

The training needs of Ohio eldercare workers, with a special emphasis on the Job Training Partnership Act (JTPA) population, were studied. A task force created a job matrix of the 100 most prevalent positions in the eldercare work force. For each identified job title, occupational tasks, related training, and wage and salary information were affixed. Information was obtained from government documents, associations, agencies, and publications. The task force also surveyed secondary continuing education departments, community colleges, proprietary schools, Ohio's 8 Nursing Home Area Training Centers, and the state's 12 area agencies on Aging Training Plans in order to determine current training programs. The survey found great variations in the training offered. Using the Developing a Curriculum (DACUM) process, a curriculum for training senior service providers was developed. This curriculum could serve the variety of occupations relevant to the paraprofessional role in mental health and aging. The study recommended that JTPA establish funding and programs for training workers for the eldercare field. (This report includes the job matrix and the DACUM chart and career ladder for eldercare workers. Five appendixes consist of the following: (1) the JTPA eldercare worker training study task force membership; (2) the hospital training study committee; (3) the Ohio Department of Human Services report on 1989 nursing home wages; (4) the survey instrument; and (5) the school survey mailing list.) (KC)

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ED337608

JOB TRAINING PARTNERSHIP ACT

ELDERCARE WORKER TRAINING STUDY FINAL REPORT

Ohio Department of Aging
November, 1990

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The JTPA Eldercare Worker Training Study Final Report is a product of the efforts of a number of individuals who are listed in Appendix A and represents the most comprehensive examination of eldercare worker training issues to date in Ohio.

Special thanks are extended to Tina Seel of the Ohio Department of Aging who worked patiently and expertly on the many drafts of the report.

Comments on the Final Report may be directed to:

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JTPA ELDERCARE WORKER TRAINING STUDY FINAL REPORT

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JTPA ELDERCARE WORKER TRAINING STUDY FINAL REPORT

I. INTRODUCTION

The phenomena of a growing elderly population and shrinking workforce combined with new state community-based care initiatives which heavily utilize paraprofessionals, make the availability and training of eldercare workers critical issues facing Ohio.

To better plan for the increasing demand for eldercare workers and corresponding training, the Ohio Department of Aging (ODA) joined with the Ohio Board of Regents, Ohio Bureau of Employment Services, university, community college, home care provider association and other agency representatives in successfully competing for funding through Ohio Department of Education/Job Training Partnership Act (JTPA) to pursue an Eldercare Worker Training Study. The project was designed to primarily focus on:

- examining the labor market and relevant demographics for workers providing services to older people (referred in the report as eldercare workers) especially in terms of present and future state policy directions, and;

- determining the employment opportunities for the JTPA target population, identifying the occupational tasks, related training and present availability of training resources.

- developing recommendations directed to JTPA officials and others who play a role in addressing the eldercare worker issue.

To address these objectives, the JTPA Eldercare Worker Training Study Task Force was formed. A complete listing of the Task Force membership is included in Appendix A. The Task Force members utilized many innovative and first time efforts in examining the eldercare workforce along with the needed and available training for such workers. These methods include the creation of a job matrix of eldercare positions complete with training requirements and salary ranges; the conducting of a DACUM task analysis of an entry level eldercare worker (senior service worker in mental health and aging) which leads to the development of an appropriate training curriculum for such workers; the surveying of secondary, community college and proprietary schools to determine the training now available for eldercare workers; and, the formation of examples of career ladders to illustrate the career potential of working in the eldercare field.

This report details the efforts in meeting the project's objectives; outlines the project's findings and offers recommendations to further address this project's findings. .

II. EXPANDING NEED FOR ELDERCARE WORKERS

A multitude of factors contribute to the need for a project to assess the training needs of Ohio's eldercare work force. Ohio currently has the seventh largest 65 plus population in the nation. As with the rest of the nation, Ohio's older adult population is steadily increasing with a current 65+ population of 1.3 million. Between the years of 1980 and 2010, the 65 plus population is projected to increase by 18.2%. More importantly, the 85 plus population will increase by 113.3%, and those in this age group with moderate to severe disabilities will increase by 135% (Ohio Department of Aging, 1989). These elderly and disabled adults will require a variety of direct care services with those 85 years and older requiring the greatest level of services. Research indicates that the bulk of these services are non-medical, supportive activities such as assistance with bathing, dressing, toileting and meal preparation (Justice, 1988).

Recent reports by the Ohio Department of Aging (ODA, 1989), the Older Women's League (1988), and the Harvard School of Public Health (1988) discuss the workers who provide direct care services to the frail elderly. The workers most in demand at present are the paraprofessionals (i.e., home health aides, homemakers and nurse aides). A national study by the National Institute on Aging (1987) stated that the current need for these workers across the country is twice the number available.

Shortages of paraprofessional eldercare workers are not surprising. This is a group of workers who have been taken for granted and underestimated for many years. Now, with the entry level work force shrinking as fast as the elderly population is growing, and with

relatively low unemployment rates and competition from the fast food and retail industries, the supply of eldercare workers is rapidly diminishing. This is not a trend that Ohio can afford to allow to continue.

Intensifying the need for eldercare workers is the growth in-home care for the frail and impaired elderly in Ohio as demonstrated by state policy directed to providing more options for in-home care manifested by the Ohio legislative passage of the 90/91 Eldercare biennium budget initiative. This Eldercare initiative involves five agencies receiving increased state funds for aging services. The Ohio Department of Aging biennium budget increased by 134 percent from the state 1988/89 funding levels. The most significant portion of the Ohio Department of Aging 1990/91 budget is directed to the statewide expansion of the PASSPORT Program, Ohio's Medicaid home care initiative. Prior to 1990, PASSPORT was operating in twelve of Ohio's eighty-eight counties, with full statewide expansion to occur by October, 1990. In addition, eight million dollars were appropriated to fund two Options for Elders demonstration sites, with one site operating in Franklin County and the second operating site in Athens, Hocking, Meigs, Monroe, Morgan, Muskingum, Noble, Perry and Washington counties where model systems for delivering community-based long term care will be developed. These programs alone will require many additional paraprofessional eldercare workers.

The impact on service expansion brought about by implementing PASSPORT statewide is illustrated by the figures below which shows the most utilized in-home services in 1989 and service levels projected for 1994. The 1989 service units are those funded through the federal Older Americans Act, Social Services Block Grant, state funded

programs such as home delivered meals and Assistance for Independent Living (AIL) and all other resources as reported by Ohio's twelve Area Agencies on Aging. The 1994 figures represent those units delivered through the PASSPORT program which is financed by federal and state funds. Assuming that Older Americans Act and other federal funds will not experience much growth, if any, between now through 1994 due to the federal budget deficit, the total services provided through the area agencies on aging and their contract agencies in 1994 would be PASSPORT and those reflected in the 1989 column.

	1989 Service Units (does not reflect PASSPORT units provided by the twelve counties which had PASSPORT in that year.)	1994 PASSPORT Service Units (Hours or Meals)
Personal Care (includes home health aide)	351,897.	3,317,896.
Homemaker	573,897.	2,312,474.
Respite	32,191.	2,148,922.
Home Delivered Meals	3,427,853	1,496,880

In terms of impact of such in-home care expansion in Ohio, the 1988 Ohio Department of Health Ohio Certified Home Health Agencies Annual Registration Report reported 1258 (full time equivalents) home health aides employed (including contracted home health aides) by Ohio's 237 Medicare-certified home health agencies. These 1258 aides provided 807,981 visits with an average visit per day per FTE of 1.8, based on a 365 day work year. Thus, if the PASSPORT Program alone projects the need for 3,317,896 service units, with an average home health aide (personal care) visit lasting approximately 4 hours, approximately 829,474 visits will be made in that year. The 829,474 visits, at the

reported 1.8 visit per day per FTE home health aide, translates into a need for 1263 home health aides to serve the PASSPORT population in 1994.

The impact of statewide expansion of Options for Elders by 1994 in terms of increased service units cannot be projected at this time as the two demonstration sites have only been in operation since May, 1990. One unique component of the Options for Elders demonstration is the inclusion of mental health. The mental health component of Options for Elders is being collaboratively planned and implemented by the aging and mental health networks at the state and local levels. A variety of interventions are being developed to assist seriously mental ill (severely mentally disabled/SMD) elders, as well as those who face shorter term, more situationally caused psychosocial difficulties. Key service initiatives include: joint assessment, care planning and case management; arrangement/purchase of specialized interventions like day treatment, diagnostic evaluation, individual and group counseling sessions for elders and caregivers, respite, transportation to mental health care; specific assistance designed to transition clients to less restrictive environments such as daily living skill training and housing placements; and liaison activities with local nursing homes. Statewide expansion for Options for Elders will have significant impact on the need for and training of aging and mental health workers.

Unfortunately, lack of available Ohio data and reliable state paraprofessional to elderly ratios do not allow for precise projections to be made in the actual increase of eldercare workers needed in the future. However, research studies and work done through the 1989 Ohio Department of Aging's Who Will Deliver the Care? A Study of the Availability of Home Care Paraprofessionals in Ohio allow some estimates to be made. The

U.S. Department of Labor estimates that the number of home health aide positions will grow by 68 percent between 1988-2000, making home health aides one of the fastest growing occupations. Nationally, this totals approximately 160,000 new home health aide positions by the year 2000. The National Association for Home Care (NAHC) bases its estimates on need for home health aides and homemakers on the experiences of European countries. This experience, according to the NAHC, indicates that at least 500,000 homemakers and home health aides are needed nationwide to provide one aide for every 100 persons 65 years of age and older, and one aide for every 1,000 younger persons. This is felt to be twice the number of home health aides and homemakers currently available in the workforce. (National Institute on Aging, 1987). Applying such ratios to Ohio, an estimated 13,000 home health aides are needed to serve the current 65+ population with this number to grow to 14,000 by the year 2010.

Home health aides jobs (not workers) are the only in-home care paraprofessional position formally tracked by the Ohio Bureau of Employment Services (OBES). OBES projects home health aide positions to increase by 40 percent from 1988 to 2000 with estimates of a projected employment of 9,950 home health aides by the year 2000.

The above illustration points to the growing need for eldercare workers and the challenge of having a trained workforce to deliver quality in-home care. In fact, the training of these eldercare workers is a major concern for funders, providers and recipients of eldercare services. Although not all sources of training for eldercare workers, such as that provided by aging service providers has been documented, it is felt that there are not sufficient numbers of trainers for the magnitude of eldercare workers which need to be

trained. Even with the findings outlined in this report on eldercare training resources, the need continues for identifying existing eldercare worker curriculum and gaps in such. In addition to the expansion of the PASSPORT program and implementation of the Option for Elders demonstration sites, other federal and state initiatives and policy which impact on the training and availability of eldercare workers are the OBRA (the federal Omnibus Budget Reconciliation Act of 1987) mandated home health aide (and nurses aide) competency requirements effective August, 1990 and the Ohio Department of Aging quality assurance effort including service standards which outline training requirements for eldercare workers. Under OBRA, home health aides employed by Medicare certified home health agencies have to demonstrate competency in the following twelve areas:

* Communication skills.
* Observation, reporting, and documentation of patient status and the care or services furnished.
* Reading and recording temperature, pulse, and respiration.
* Basic infection control procedures.
* Basic elements of body function and changes in body function that must be reported to an aide's supervisor.
* Maintenance of a clean, safe, and healthy environment.
* Recognizing emergencies and knowledge of emergency procedures.
* The physical, emotional, and developmental characteristics of the populations served by the home health aide, including the need for respect for the patient, his or her privacy, and his or her property.
* Appropriate and safe techniques in personal hygiene and grooming, including: bed bath; sponge, tub, or shower bath; shampoo, sink tub, or bed; nail and skin care; oral hygiene.

* Safe transfer techniques and ambulation.

* Normal range of motion and positioning.

* Adequate nutrition and fluid intake.

Such activities must be taken into consideration when designing any standardized curriculum for specific eldercare workers.

The remainder of this report intentionally focuses on the JTPA population, existing eldercare workers positions and training resources available for these positions. The JTPA Eldercare Worker Training Study Task Force recognizes there are many other issues associated with the availability and retention of eldercare workers, particularly paraprofessionals. To further the reader's understanding of these issues, it is recommended that the previously mentioned Ohio Department of Aging's Who will Deliver the Care? A study of the Availability of Home Care Paraprofessionals in Ohio available through the Ohio Department of Aging's Resource Center, serve as a companion document to this JTPA Eldercare Working Training Study Report.

III. JTPA POPULATION

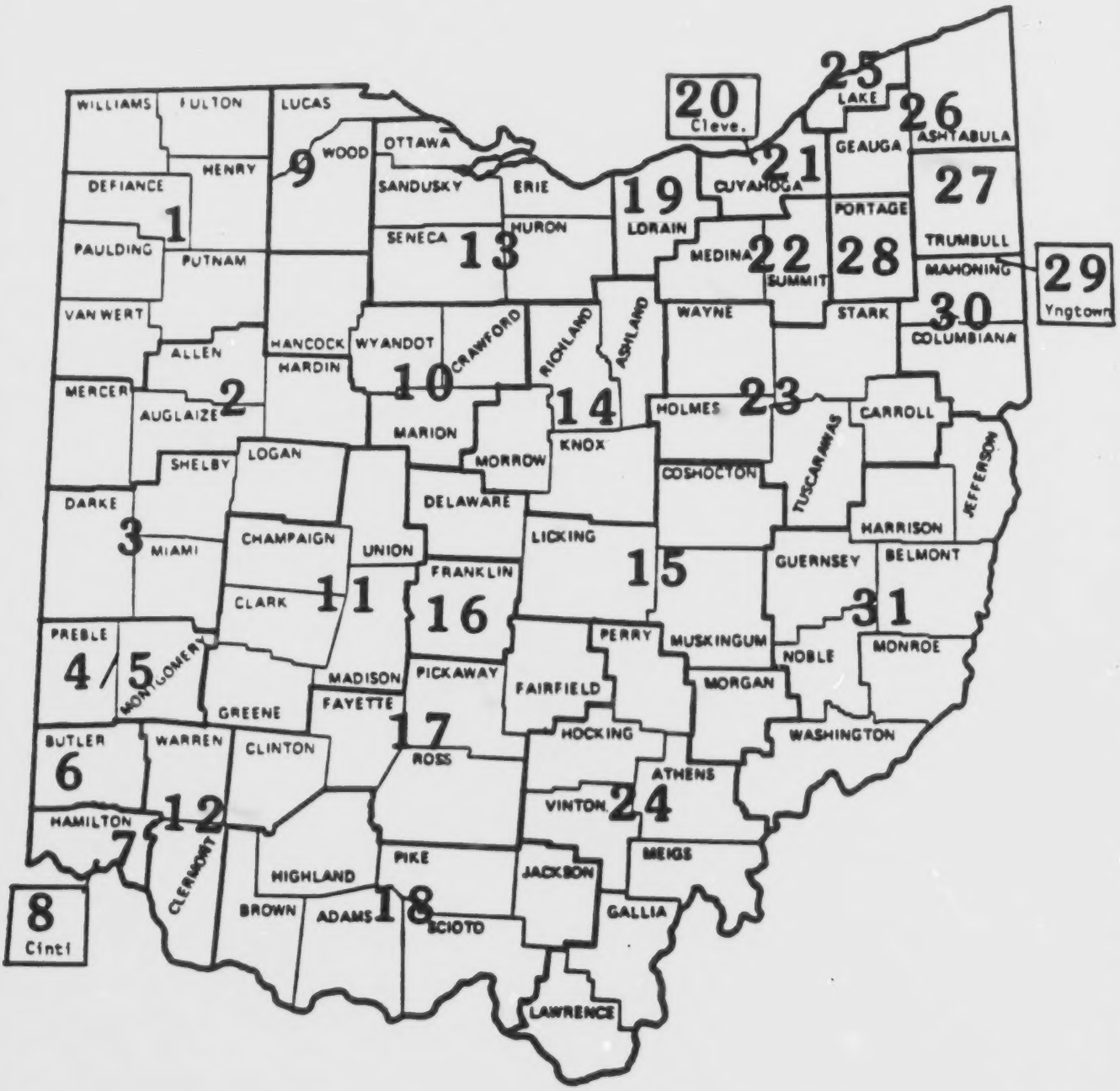
The Job Training Partnership Act (JTPA) is a federal law that took effect on October 1, 1983 and authorizes job training and job placement programs for the disadvantaged, low income and displaced workers. The Act combines federal, state and local resources to help people become productive labor force members. JTPA was designed to increase private sector participation in job training activities.

The Ohio Bureau of Employment Services (OBES) was designated, by the Governor, to administer the JTPA program in the State of Ohio. Locally, JTPA programs are jointly administered, designed and managed by the Private Industry Council (PIC) in partnership with Local Elected Officials (LEO), who decides who receives JTPA funds, administers the funds and operates the programs. These partnerships operate JTPA programs regionally designated as Service Delivery Areas (SDAs). There are 30 SDAs in Ohio which are shown on the following map.

To qualify for JTPA services, applicants must be economically disadvantaged, have low incomes, or have other barriers to deter employment. Income requirements do not apply to dislocated workers -- those who are unemployed due to plant closing, mass layoffs or other circumstances beyond their control and who are unlikely to return to their former jobs.

Economically disadvantaged is defined as an individual who has or is a member of a family which has received a total family income for the six month period prior to application which, in relation to family size, was not in excess of the higher of:

SERVICE DELIVERY AREAS



- Poverty level determined by OMB, or family of 4 = no more than $13,770:
- 70% of the lower living standard income level or is
    - receiving cash welfare payments;
    - receiving food stamps;
    - a foster child on behalf of whom state or local government payments are made;
    - an adult handicapped individual whose own income meets poverty guidelines.

JTPA contains several titles which are:

- Title I provides guidelines for the state and local service delivery system and addresses basic program and administrative issues.

- Title II mandates training services for those who are disadvantaged and is divided into two primary sections, Title II-A and Title II-B.

- Title II-A establishes adult and youth programs. Services may include remedial education, job search assistance, skill training, on-the-job training, vocational education, and support services.

- Title III-B establishes employment programs for youth, ages 14 to 21, during the summer months.

- Title III creates a special program for dislocated workers.

- Title IV provides requirements for federally administrated employment programs for Native Americans, migrant and seasonal workers, veterans, labor market information, and affirmative action.

- Title V amends the Wagner-Peyser Act and Part C, Title IV of the Social Security Act to create a stronger link between the Employment Services labor exchange functions and the local job training programs for disadvantaged people.

A profile of JTPA participants served through Title IIA and the statewide 3% Older Worker Program between 7/1/89 and 6/30/90 is reflected in Table I.

TABLE 1: JTPA TITLE II AND 3% OLDER WORKER PROGRAM PARTICIPANTS

7/1/89 to 6/30/90	Title II TOTAL	Percent	3% Older Workers TOTAL	Percent
GRAND TOTAL	42913	100%	2173	100%
Male	23226	47%	745	34%
Female	25687	53%	1428	66%
Age Up To 15	7465	15%	0	0%
16-17	6831	14%	0	0%
18-21	10241	21%	0	0%
22-29	9626	20%	0	0%
30-54	14130	29%	1	0%
55 and Over	620	1%	2172	100%
40-54 (EEO)	4672	10%	1	0%
Student High School or Less	15971	33%	949	44%
School Graduate or Equiv.	16379	33%	949	44%
Post High School Attendee	7158	15%	516	24%
Grad or Equiv.Post HS Atten.	23537	48%	1465	67%
IC Assis. (AFDC, OAS, RFG)	16589	34%	221	10%
AFDC	12486	285	48	2%
Refugee Assistance	21	0%	0	0%
Other Assistance	4351	9%	175	8%
SSI	2106	4%	95	4%
Food Stamps	20498	42%	384	18%
Win Registrant	520	1%	11	1%
Up to 70% LLSIL	44980	92%	1674	77%
Economically Disadvantaged	46798	96%	1945	90%
Single Parent, Child <6	5470	11%	8	0%
Parent in 2 Parent Family	6379	13%	100	5%
Other Family Member	13583	32%	373	17%
Single Parent, Child 6-17	4624	9%	87	4%
Non-Dependent Individual	16857	34%	1605	74%
Single Parent, Child any Age	10094	21%	95	4%
Teenage Parent	1539	3%	0	0%
White	29742	61%	1705	78%
Black	17696	36%	428	20%
Hispanic	1093	2%	19	1%
Native American/Alaskan Native	88	0%	5	0%
Asian/Pacific Islander	208	0%	10	0%
Other	86	0%	6	0%
Limited English	590	1%	13	1%
Seasonal Farmworker	59	0%	2	0%
Migrant Farmworker	10	0%	0	0%
Veteran	3460	7%	427	20%
Recently Separated Veteran	855	2%	1	0%
Vietnam Veteran	1380	3%	11	1%
Handicapped	6381	13%	264	12%
Adult Disadv. Handicapped	2193	4%	256	12%
Offender	3059	6%	29	1%
Reading Skills Level Below 7th Grade	9014	18%	349	16%
Long Term AFDC Recipient	8574	18%	33	2%
Displaced Homemaker	1279	3%	67	3%
Computed Unemployed	23818	49%	1377	63%
Working Full Time	1664	3%	38	2%
Working Part Time	4023	8%	243	11%
Unemployed	24644	50%	1423	65%
Not in Labor Force	18582	38%	469	22%
5 or More wks of Prior 26 wks.			1475	68%
Eligible UI Claimant			218	10%
Exhaustee			204	9%
No UI			1751	81%

Just how many of the JTPA participants would be willing to consider a position in the eldercare field cannot be determined. However, they do represent a potential pool of eldercare workers and the profiles illustrated in Table I show particular client characteristics which must be considered when counseling JTPA clients and developing training for eldercare workers. Such factors include the 33 percent of JTPA Title IIA participants who have not graduated from high school and the 18 percent who have reading skills below the 7th grade level.

It is difficult to estimate the future number of JTPA participants. However, it can be expected to grow given higher drop out rates for high school students, plant closings, an increasing number of low income older adults seeking employment and an weakening economy.

IV. ELDERCARE WORKER EMPLOYMENT POSSIBILITIES

A significant element in examining training needs for eldercare workers with a special emphasis on the JTPA population is an understanding of eldercare employment opportunities. Such a understanding includes the need to know the salary levels, required education and major job duties. To this end, the JTPA Eldercare Worker Training Study Task Force elected to create a job matrix of the 100 most prevalent positions in the eldercare workforce. The Job Matrix Committee of the Task Force spent enormous time and effort in developing the first-ever Ohio eldercare job matrix. The complete job matrix and related projections follow.

Job Matrix Process

The Job Matrix Committee was assigned the responsibility to define the range of Ohio jobs for workers providing services to older people. Potential career ladders were indicated through the range of job titles and their descriptions for each identified general job category such as human services and housing, among others.

For each identified job title, occupational tasks, related training and wage/salary information were affixed. There were numerous sources which provided this data including different branches of state government, state and local associations, agencies and publications. The wage/salary information sources are noted. Thus, within each job title, there is a U.S. Department of Labor Dictionary of Occupational Titles (DOT) Code a

general category, a job description, training/educational requirements and salary information. Many of the job titles have evolved since the last DOT, thus, an effort was made to assign a DOT Code which would have a general approximation to an existing job category. Each job description is based on existing positions at the time the report was prepared. However, job descriptions may have been generalized. In addition, major sources of job training were specified. It should be noted that the phrase short term training refers to any time period less than one year. The reader should also note that job titles may vary across the State and by provider agency for the same description of job titles. Therefore, the job matrix positions need to be considered as a representation of eldercare employment opportunities and not limited to the specific job titles presented.

Included herein also are projections for the 1990 decade to assess the demand for workers in the labor market. It is recognized there is a need for further advanced quantification of labor market need geared solely to eldercare worker positions. This appears to be a national situation not confined solely to Ohio.

One of the dilemmas faced by the committee was how to handle rural/urban differences in job titles, descriptions and wages/salaries. It was recognized rural entities, for many jobs, would combine portions of more than one job which would be peculiar to a particular organization. Thus, job titles in this report relate to an assigned general category deemed appropriate as well as their descriptions relating to a defined job title. The mixing of more than one job title to fill the needs of a particular rural organization was considered a task of the organization which, as an example, could combine a receptionist and driver role if desired by checking the job titles and their descriptions in this report.

It is further recognized that wage/salary information is always changing. Data bases for this information ranged from 1988 to 1990 reports. The effects of social worker and counseling licensure on salaries are gradually coming to the fore. The implementation of nurse aide training certification, to be fully implemented in 1990 for nursing homes and accepted by home health agencies and hospitals, will increase nurse aide wages. It is anticipated the effects of nurse aide training will most likely increase the nurse aide wage by 10 percent in 1990-91. For example, the statewide average nurse aide wage in nursing homes for the first quarter 1989 was $5.01 and was $5.22 for the last quarter 1989. R.N. and L.P.N. nursing home wages reacted accordingly moving in the same quarters from $12.47 to $13.23 and $9.63 to $10.24 respectively Ohio Department of Human Services.

Salary ranges have been reported for information purposes only. The local community economic picture does affect wages, both positively and negatively. Rural communities, while historically paying less than urban areas, are nevertheless not in a position to overlook the rates paid in nearby urban centers in order to retain and obtain employees. Wages actually paid will depend on job market conditions, local history, funding availability and service demands.

Appendix B contains the minutes of the JTPA Eldercare Working Training Study Hospital Eldercare Worker Committee. The data obtained through the committee called together by the Ohio Hospital Association to discuss hospital worker needs and issues related to survey the older population, is incorporated herein. The minutes of the April 30, 1990 Hospital Eldercare Worker Committee are appended to show the sizeable range and depth of the discussion.

Appendix C carries the page of the above mentioned Ohio Department of Human Services' report on 1989 nursing home wages. The Job Matrix Committee report had already gone to press with the 1989 report on 1988 wages released by the Association of Ohio Philanthropic Homes for Aging. This appendix is especially excellent for showing the continued changes in wages based on Ohio nursing homes.

Special gratitude is due to the Job Matrix Committee for counsel, vital material and data sources. Members of this committee include: Annette Burgess, Harmon (Ted) T. Clingner, M. Rogene Fridrick, Alisa Gentry, Karen Miller, Ann Skopan, Jerome Kaplan, and Harvey L. Sterns. Special thanks is due Karen Miller for her excellent assistance on projections. The working subcommittee members with the responsibility for preparing the successive drafts were: Jerome Kaplan, Nancy S. Matheson, Suzanne M. Miklos and Harvey L. Sterns.

Generic Content for All Job Titles

In creating the Job Matrix, it became apparent that required gerontology knowledge, either through training or experience, varied greatly among eldercare positions. This finding lead the Task Force to recommend that all eldercare positions contain some minimum experience or training on specified areas felt relevant to eldercare positions.

Included below is an indication of the generic content obtained through education and/or experience which should be incorporated for all the job titles. It is understood, of

course, the depth of the content would vary significantly dependent upon the position. Those topics include:

1. Overview of the aging process: normal vs. pathological.
2. Normal sensory changes associated with the aging process, e.g. vision and hearing changes.
3. Behavioral/mental changes associated with the aging process; normal vs. pathological.
4. Adapting to/dealing with physical changes associated with aging.
    a. the individual adaptation
    b. the eldercare worker's adaptation of their work plan related to the above.
5. Availability of:
    a. community resources
    b. referral mechanisms
    c. eligibility
6. Recognition of the total continuum of care for the elderly such as hospitals, nursing homes, in-home care, day care, senior centers, health clinics, and other health and social services.

Benefits

Through the Job Matrix creation, it was also ascertained that there is no uniformity with employee benefits. What is available and the extent of its availability depends not only upon federal and state laws, but also upon union involvement and individual corporate policies. While there are some variances dependent upon the level of the position, it is not possible to designate benefits based solely on position title.

Benefit types may incorporate a number of items. However, this benefit listing is not intended to suggest they are available everywhere, nor is it to be considered complete, nor does it indicate the level, length or depth of coverage.

1. Auto
2. Auto Mileage
3. Bonding
4. Child Day Care
5. Conference Expenses
6. Counseling
7. Corporate Eldercare Information and Referral
8. Dental Insurance
9. Disability Insurance
10. Flex Time
11. Health Insurance-Individual
12. Health Insurance-Family
13. Holidays
14. Illness Days
15. Life Insurance
16. Leave Days for Family Illness Including Parental Care
17. Meals at Cost
18. Overtime Pay
19. Parking, No Cost
20. Pension
21. Personal Days
22. Pregnancy Leave
23. Social Security
24. Tuition Reimbursement
25. Unemployment Benefits
26. Vacation Days
27. Vision Insurance

"With respect to fringe benefits, a key trend anticipated is increasing pressure ... to include basic health care life and disability insurance. However, drastic increases in the cost of health insurance are predicted to continue. These costs will be passed on to employees in the form of higher employee contributions. It is feared for many agencies health insurance may become a luxury many cannot afford.

"High demand will emerge for flexible fringe benefits such as day care, staff education and training, and parental leave. Demand will also increase for flexible hours to compensate for salaried employee overtime." (Cincinnati, United Way and Community Chest).

The same source notes 90 percent of all agencies provide full paid vacation and holiday pay, 2/3 of all agencies provide individual health insurance coverage and less than half provide any one of the other above listed benefits with a possible exception being training which notes "some tuition benefits are provided by 40 to 75 percent of all agencies," but the latter is diffused between full or partial payments (Ibid, pp. 6-7).

Fringe benefits when offered are invariably for full time employees and adapted to part time employees pursuant to laws, regulations, corporate policies and union contracts--where applicable--which include definitions of employees and what is considered full/part time.

Job Matrix Salary Information

Salary information was considered critical to obtain for the Job Matrix and, as such, several sources, listed below, provided such information. Where salary information was not

available from other sources, professional estimates were used in the matrix. It should be noted, that the salary information is presented in ranges, hourly rate, or beginning salary rate depending on how the information was presented by the contributing sources. Therefore, the reader is advised to consider this point when comparing salary information. Sources of Job Matrix position salary information for Ohio:

Akron Metropolitan Housing Authority

Akron Metropolitan Transit Authority

Area Agency on Aging (10b) (Akron)

Association of Ohio Philanthropic Homes for Aging

Center For Individual and Family Services (Mansfield)

Edwin Shaw Rehabilitation Hospital (Akron)

Guidance Center of Ashland

Laurel Lake (Hudson)

1990 Miami Valley Gerontology Council Annual Forum on Aging

Mobile Meals (Akron)

National Therapeutic Recreation Society

North Central Mental Health Services (Columbus)

Ohio Department of Human Services

Ohio Hospital Association

United Home Care (Cincinnati)

United Way and Community Chest (Cincinnati)

Employment/Need Projections

Projections are a useful means of exploring employment gaps as well as future manpower and training needs. Local Ohio projections for specific eldercare jobs is unavailable as it has not been collected, to date.

This chapter will provide national projections concerning eldercare jobs based upon the U.S. Department of Health and Human Services (1987) report to congress entitled, Personnel for Health Needs of the Elderly through year 2020. This chapter will also provide Ohio-based projections for general occupational categories which encompass the specific eldercare jobs included in the job matrix. The Ohio-based projections were collected by the Ohio Bureau of Employment Services.

National Estimates of Personnel Needs

Projections of need for personnel who serve older persons is vital when faced with an increasing population aged 65 and over. The estimates are based upon the assumption that recent age-specific rates of health care use and disability will continue. Also taken into account is the impact of potential changes in morbidity and disability rates and changes in health care use patterns among older adults in future years.

Dental Personnel

Demand for a wide range of dental services by older adults is anticipated in the future. Along with this is the trend toward an improved oral health status for older adults. Two general types of dental service personnel are projected to be relevant for the future older adult population: dentists and dental hygienists. The estimated number of active dentists is projected to increase from 140,000 in 1985 to 160,000 in 2000. This is a 14%

increase. The number of dental hygienists is expected to increase about 24% between 1985 and 2000, from 46,000 in 1985 to about 57,000 in 2000.

Dental service provision for the elderly will include three types of expertise: (1) regular practice; (2) service of functionally dependent older adults; and (3) education and research services along with specialized consultation. The American Association of Dental Schools and the American Society for Geriatric Dentistry project a need for approximately 7,500 dental practitioners with advanced preparation in geriatric dentistry in the year 2000 and 10,000 in 2020. Finally, it is suggested that all dentists, hygienists, and dental assistants should receive education concerning the special conditions and needs of the older adult population as a part of basic professional education.

Nursing Personnel

According to the U.S. Department of Health and Human Services 1987 report, approximately 33% of the efforts of full-time equivalent (FTE) registered nurses (RN's) in 1984 were devoted to caring for individuals aged 65 and up. Further, approximately 44% of FTE licensed practical nurses (LPN's) surveyed in 1983 focused care on older adults. Projections for the year 2000 indicate about 35% of the efforts of FTE RN's and 50% of the efforts of FTE LPN's would be needed to provide services for persons aged 65 and up.

The higher proportion of LPN's required reflects the fact that a larger proportion of LPN's to RN's is expected to work in nursing homes. These projections were based upon an historical trend model that uses past and current trends in service utilization, modified by assumptions regarding likely changes in these trends.

A second set of projections for nursing personnel is based upon a criteria-model that uses professional judgments about the appropriate resources necessary to achieve health care goals. Conclusions resulting from the criteria-based model follow. Over 2.3 million FTE RN's, about 423,000 FTE LPN's, and about 1.5 million FTE nursing aides would be needed in the year 2000. Further, service to persons 65 and up would involve 46% of the efforts of RN's, 70% of the efforts of LPN's and 66% of the work of nursing aides. These figures include nursing home and home health services.

Social Work Personnel

According to the Bureau of Labor Statistics, social workers held 335,000 jobs in 1984. The Bureau projects a need for 438,000 social work jobs in 1995. This reflects an average annual growth rate of 1.8% for the 1984-1995 years. The National Association of Social Workers (NASW) estimated that about 20% of the work of NASW members (members = 103,000 in 1986) was allocated to persons 65 years of age and older. According to the U.S. Department of Health and Human Services report, social work personnel will be needed in the future to work with older adults and their families in a wide range of activities. They project the number of FTE professionally trained social workers needed to serve older adults and their families will range from 40,000-50,000 in the year 2000 and 60,000-70,000 in 2020. These estimates are far above the current levels of adequately trained social work personnel.

Occupational Therapy Personnel

Traditionally, older adults have received the services of occupational therapists in hospitals and long-term care institutions. Occupational therapy efforts have expanded to

other settings such as outpatient facilities, adult day care centers, and home health programs. In 1982, it was estimated that about 5,000 FTE occupational therapist personnel treated the 65 year and over population. It has been estimated that at least 7,200 FTE occupational therapy personnel would be needed in the year 2000 to serve older adults and a minimum of 10,200 FTE personnel would be needed in 2020.

The estimated need for total occupational therapy services (including occupational therapists and assistants) to serve individuals 65 and up in 2000 would range from 11,800-13,300. From 15,800 to 17,800 FTE personnel will be needed in 2020.

Physical Therapy Personnel

According to available data, physical therapists spend about 25% of their time at work with older adults. It is estimated that about 8,800 FTE physical therapy personnel treat individuals aged 65 and up. Projections indicate a need for at least 12,600 FTE physical therapy personnel to serve older adults in 2000 and 18,000 in 2020.

Audiologists

Currently, audiologists spend about one third of their time with older adult clients. In 2000, a projected minimum of 8,300 FTE audiology personnel will be needed to serve older adults. By 2020, at least 11,800 will be needed. This represents a more than 40% increase over year 2000 figures.

Speech Pathologist

It is projected that 10,900 FTE speech-language pathology personnel would be needed to serve older adults by the year 2000. By 2020, at least 15,800 would be needed.

Psychologists

The American Psychological Association estimates that at least 5,000 FTE doctoral-level psychologists will be needed to serve older adults in the year 2020. Present use is constrained by limitations on mental health benefits under Medicare.

Ohio-Based Estimates of Personnel Needs

Ohio-based projections were gathered based upon the following criterion. Specific eldercare jobs were equated with those Ohio general occupation titles deemed most similar/appropriate. The projections reflect the general occupation title and are based upon total need for each occupation and not specific eldercare needs. Unfortunately, data specific to eldercare aspects of each job are not available, to date.

Following a presentation of information concerning projections based upon general occupation titles, we present more specific projections for these jobs within the Nursing and Personal Care Facilities, Home Health Care Services and Residential Care industry subdivisions. Due to the nature of these industries, it is expected that a large proportion of these businesses serve the elderly population.

OHIO-BASED GENERAL OCCUPATION PROJECTIONS

ELDERCARE AREA	ELDERCARE OCCUPATION	PROJECTED NEED/OPPORTUNITY:
Activity	Activity Director	Occupation Code: ALL OTHER MANAGERS AND ADMINISTRATORS
Activity	Assistant Activity Director	
Activity	Assistant Activity Director	OCC Code: 19999
Housing	Housing Manager	
Nutrition	Dietary/Food Service Manager	1988 ANNUAL EMPLOYMENT: 63,090
Admin. Services	Volunteer Coordinator	2000 PROJECTED EMPLOYMENT: 72,780
		PERCENT CHANGE - 1988-2000: 15.4
		TOTAL ANNUAL OPENINGS: 3,532
		ANNUAL SEPARATION OPENINGS: 2,724
		ANNUAL GROWTH OPENINGS: 808
Activity	Music Therapist	Occupation Code: RECREATION THERAPISTS
Activity	Art Therapist	
Activity	Therapeutic Recreation Specialist	OCC Code: 32317
Activity	Therapeutic Recreation Assistant/ Activity Coordinator	1988 ANNUAL EMPLOYMENT: 1,280
		2000 PROJECTED EMPLOYMENT: 1,650
		PERCENT CHANGE - 1988-2000: 28.9
		TOTAL ANNUAL OPENINGS: 57
		ANNUAL SEPARATION OPENINGS: 26
		ANNUAL GROWTH OPENINGS: 31
Activity	Activities Aide	Occupation Code: AMUSEMENT AND RECREATION ATTENDANT
		OCC CODE: 68014
		1988 ANNUAL EMPLOYMENT: 6,050
		2000 PROJECTED EMPLOYMENT: 6,930
		PERCENT CHANGE - 1988-2000: 14.5
		TOTAL ANNUAL OPENINGS: 347
		ANNUAL SEPARATION OPENINGS: 274
		ANNUAL GROWTH OPENINGS: 73
Nursing/Patient Care	Director, Nursing Service	Occupation Code: MEDICINE AND HEALTH SERVICES MANAGERS
Nursing/Patient Care	Home Care Division Manager	
Nursing/Patient Care	Director, Community Health Nursing	OCC CODE: 15008
		1988 ANNUAL EMPLOYMENT: 5,480
		2000 PROJECTED EMPLOYMENT: 7,560
		PERCENT CHANGE - 1988-2000: 38.0
		TOTAL ANNUAL OPENINGS: 460
		ANNUAL SEPARATION OPENINGS: 287
		ANNUAL GROWTH OPENINGS: 173

ELDERCARE AREA	ELDERCARE OCCUPATION	PROJECTED NEED/OPPORTUNITY:
Nursing Patient/Care	Home Health Care Director	Occupation Code: **ADMINISTRATIVE SERVICES MANAGER**
Community Assistance	Director/Manager	
Nutrition	Nutrition Coordinator	
Nutrition	Program Director	OCC CODE: 13014
Nutrition	Asst. Nutrition Coordinator	
Admin. Services	Office Manager	1988 ANNUAL EMPLOYMENT: 9,070
Admin. Services	Senior Companion Program Manager	2000 PROJECTED EMPLOYMENT: 11,450
		PERCENT CHANGE - 1988-2000: 26.2
		TOTAL ANNUAL OPENINGS: 610
		ANNUAL SEPARATION OPENINGS: 412
		ANNUAL GROWTH OPENINGS: 198
Nursing Patient/Care	Clinical Nurse Manager	Occupation Code: **REGISTERED NURSES**
Nursing Patient/Care	Public Health Nurse Supv.	
Nursing Patient/Care	Nurse, General Duty	OCC Code: 32502
Nursing Patient/Care	Home Health Aide Supv.	
		1988 ANNUAL EMPLOYMENT: 76,520
		2000 PROJECTED EMPLOYMENT: 104,200
		PERCENT CHANGE - 1988-2000: 36.2
		TOTAL ANNUAL OPENINGS: 4,449
		ANNUAL SEPARATION OPENINGS: 2,142
		ANNUAL GROWTH OPENINGS: 2,037
Nursing Patient/Care	Nurse, Licensed Practical	Occupation Code: **LICENSED PRACTICAL NURSES**
		OCC Code: 32505
		1988 ANNUAL EMPLOYMENT: 31,780
		2000 PROJECTED EMPLOYMENT: 40,710
		PERCENT CHANGE - 1988-2000: 28.1
		TOTAL ANNUAL OPENINGS: 1,998
		ANNUAL SEPARATION OPENINGS: 1,254
		ANNUAL GROWTH OPENINGS: 744
Nursing Patient/Care	Nurse Aide	Occupation Code: **NURSING AIDES AND ORDERLIES**
	Cardiac Technical Nurse Asst.	
		OCC Code: 66008
		1988 ANNUAL EMPLOYMENT: 57,860
		2000 PROJECTED EMPLOYMENT: 72,900
		PERCENT CHANGE - 1988-2000: 26.0
		TOTAL ANNUAL OPENINGS: 3,201
		ANNUAL SEPARATION OPENINGS: 1,948
		ANNUAL GROWTH OPENINGS: 1,253

ELDERCARE AREA	ELDERCARE OCCUPATION	PROJECTED NEED/OPPORTUNITY:
Nursing Patient/Care	Service Coordinator	Occupation Code: PAYROLL AND TIMEKEEPING CLERKS OCC Code: 55341 1988 ANNUAL EMPLOYMENT: 8,150 2000 PROJECTED EMPLOYMENT: 6,870 PERCENT CHANGE - 1988-2000: -15.7 TOTAL ANNUAL OPENINGS: 124 ANNUAL SEPARATION OPENINGS: 231 ANNUAL GROWTH OPENINGS: -107
Nursing Patient/Care Nursing Patient/Care Community Assistance	Home Health Aide Homemaker/Home Health Aide Homemaker	Occupation Code: HOME HEALTH AIDES OCC Code: 66011 1988 ANNUAL EMPLOYMENT: 7,080 2000 PROJECTED EMPLOYMENT: 9,950 PERCENT CHANGE - 1988-2000: 40.5 TOTAL ANNUAL OPENINGS: 764 ANNUAL SEPARATION OPENINGS: 525 ANNUAL GROWTH OPENINGS: 239
Community Assistance Community Assistance	Homecare Supervisor Nutrition Transportation Supv.	Occupation Code: FOOD SERVICE AND LODING MANAGERS OCC Code: 15026 1988 ANNUAL EMPLOYMENT: 23,550 2000 PROJECTED EMPLOYMENT: 26,570 PERCENT CHANGE - 1988-2000: 12.8 TOTAL ANNUAL OPENINGS: 1,257 ANNUAL SEPARATION OPENINGS: 1,005 ANNUAL GROWTH OPENINGS: 252
Community Assistance	Home Maintenance Worker	Occupation Code: MAINTENANCE REPAIRS, GENERAL UTILITY OCC Code: 85132 1988 ANNUAL EMPLOYMENT: 51,030 2000 PROJECTED EMPLOYMENT: 56,700 PERCENT CHANGE - 1988-2000: 11.1 TOTAL ANNUAL OPENINGS: 2,013 ANNUAL SEPARATION OPENINGS: 1,540 ANNUAL GROWTH OPENINGS: 473

ELDERCARE AREA	ELDERCARE OCCUPATION	PROJECTED NEED/OPPORTUNITY:
Transportation	**Transportation Coordinator**	Occupation Code: **COMMUNICATION, TRANSPORTATION, UTILITIES MANAGERS** OCC Code: 15023 1988 ANNUAL EMPLOYMENT: 6,120 2000 PROJECTED EMPLOYMENT: 7,560 PERCENT CHANGE - 1988-2000: 23.5 TOTAL ANNUAL OPENINGS: 394 ANNUAL SEPARATION OPENINGS: 274 ANNUAL GROWTH OPENINGS: 120
Transportation	**Transportation Coordinator/ Receptionist/Typist**	Occupation Code: **RECEPTIONISTS, INFORMATION CLERKS** OCC Code: 55305 1988 ANNUAL EMPLOYMENT: 30,110 2000 PROJECTED EMPLOYMENT: 35,520 PERCENT CHANGE - 1988-2000: 18.0 TOTAL ANNUAL OPENINGS: 1,655 ANNUAL SEPARATION OPENINGS: 1,204 ANNUAL GROWTH OPENINGS: 451
Transportation	**Transportation Dispatcher/ Scheduler**	Occupation Code: **DISPATCHERS: EXCLUDING POLICE, FIRE, AMBULANCE** OCC Code: 58099 1988 ANNUAL EMPLOYMENT: 5,960 2000 PROJECTED EMPLOYMENT: 6,840 PERCENT CHANGE - 1988-2000: 14.8 TOTAL ANNUAL OPENINGS: 226 ANNUAL SEPARATION OPENINGS: 153 ANNUAL GROWTH OPENINGS: 73
Transportation **Transportation**	**Driver** **Driver/Escort**	Occupation Code: **BUS DRIVER** OCC Code: 97108 1988 ANNUAL EMPLOYMENT: 7,450 2000 PROJECTED EMPLOYMENT: 8,670 PERCENT CHANGE - 1988-2000: 16.4 TOTAL ANNUAL OPENINGS: 373 ANNUAL SEPARATION OPENINGS: 271 ANNUAL GROWTH OPENINGS: 102

ELDERCARE AREA	ELDERCARE OCCUPATION	PROJECTED NEED/OPPORTUNITY:
Nutrition	Dietician	Occupation Code: **DIETICIANS AND NUTRITIONISTS** OCC Code: 32521 1988 ANNUAL EMPLOYMENT: 2,100 2000 PROJECTED EMPLOYMENT: 2,570 PERCENT CHANGE - 1988-2000: 22.4 TOTAL ANNUAL OPENINGS: 124 ANNUAL SEPARATION OPENINGS: 85 ANNUAL GROWTH OPENINGS: 39
Nutrition	Dietetic Technician	Occupation Code: **DIETETIC TECHNICIAN** OCC Code: 32523 1988 ANNUAL EMPLOYMENT: 1,140 2000 PROJECTED EMPLOYMENT: 1,370 PERCENT CHANGE - 1988-2000: 20.2 TOTAL ANNUAL OPENINGS: 65 ANNUAL SEPARATION OPENINGS: 46 ANNUAL GROWTH OPENINGS: 19
Nutrition	Site Manager	Occupation Code: **ALL OTHER SERVICE SUPERVISORS** OCC Code: 61099 1988 ANNUAL EMPLOYMENT: 23,390 2000 PROJECTED EMPLOYMENT: 25,440 PERCENT CHANGE - 1988-2000: 13.6 TOTAL ANNUAL OPENINGS: 1,175 ANNUAL SEPARATION OPENINGS: 921 ANNUAL GROWTH OPENINGS: 254
Nutrition	Dietary/Food Service Aide	Occupation Code: **FOOD SERVERS, OUTSIDE** OCC Code: 65011 1988 ANNUAL EMPLOYMENT: 3,750 2000 PROJECTED EMPLOYMENT: 4,560 PERCENT CHANGE - 1988-2000: 21.6 TOTAL ANNUAL OPENINGS: 103 ANNUAL SEPARATION OPENINGS: 35 ANNUAL GROWTH OPENINGS: 68

ELDERCARE AREA	ELDERCARE OCCUPATION	PROJECTED NEED/OPPORTUNITY:	
Nutrition	Chef Cook	Occupation Code:	COOKS, INSTITUTION OR CAFETERIA
		OCC Code:	65028
		1988 ANNUAL EMPLOYMENT:	18,620
		2000 PROJECTED EMPLOYMENT:	20,330
		PERCENT CHANGE - 1988-2000:	9.2
		TOTAL ANNUAL OPENINGS:	934
		ANNUAL SEPARATION OPENINGS:	791
		ANNUAL GROWTH OPENINGS:	143
Admin. Services	Secretary	Occupation Code:	SECRETARIES, EXC. LEGAL AND MEDICAL
		OCC Code:	55199
		1988 ANNUAL EMPLOYMENT:	118,350
		2000 PROJECTED EMPLOYMENT:	117,980
		PERCENT CHANGE - 1988-2000:	-0.3
		TOTAL ANNUAL OPENINGS:	3,242
		ANNUAL SEPARATION OPENINGS:	3,273
		ANNUAL GROWTH OPENINGS:	-31
Admin. Services	Data Coordinator	Occupation Code:	DATA ENTRY KEYERS, EXC. COMPOSING
		OCC Code:	56017
		1988 ANNUAL EMPLOYMENT:	18,030
		2000 PROJECTED EMPLOYMENT:	14,710
		PERCENT CHANGE - 1988-2000:	-18.4
		TOTAL ANNUAL OPENINGS:	-102
		ANNUAL SEPARATION OPENINGS:	175
		ANNUAL GROWTH OPENINGS:	-277
Admin. Services	Bookkeeper	Occupation Code:	BOOKKEEPING AND ACCOUNTING CLERKS
		OCC Code:	55338
		1988 ANNUAL EMPLOYMENT:	80,790
		2000 PROJECTED EMPLOYMENT:	78,560
		PERCENT CHANGE - 1988-2000:	-2.8
		TOTAL ANNUAL OPENINGS:	3,208
		ANNUAL SEPARATION OPENINGS:	3,394
		ANNUAL GROWTH OPENINGS:	-186

ELDERCARE AREA	ELDERCARE OCCUPATION	PROJECTED NEED/OPPORTUNITY:
Admin. Services	**Receptionist**	Occupation Code: **RECEPTIONISTS, INFORMATION CLERKS** OCC Code: 55305 1988 ANNUAL EMPLOYMENT: 30,110 2000 PROJECTED EMPLOYMENT: 35,520 PERCENT CHANGE - 1988-2000: 18.0 TOTAL ANNUAL OPENINGS: 1,655 ANNUAL SEPARATION OPENINGS: 1,204 ANNUAL GROWTH OPENINGS: 451
Human Services	**Social Worker** **Case Manager/Supervisor/ Coordinator**	Occupation Code: **SOCIAL WORKERS, EXC. MEDICAL AND PSYCHOLOGICAL** OCC Code: 27305 1988 ANNUAL EMPLOYMENT: 8,450 2000 PROJECTED EMPLOYMENT: 9,770 PERCENT CHANGE - 1988-2000: 15.6 TOTAL ANNUAL OPENINGS: 369 ANNUAL SEPARATION OPENINGS: 259 ANNUAL GROWTH OPENINGS: 110
Human Services	**Social Work Assistant** **Social Service Aide** **Outreach Position**	Occupation Code: **SOCIAL SERVICE TECHNICIANS** OCC Code: 27308 1988 ANNUAL EMPLOYMENT: 5,820 2000 PROJECTED EMPLOYMENT: 7,300 PERCENT CHANGE - 1988-2000: 25.4 TOTAL ANNUAL OPENINGS: 309 ANNUAL SEPARATION OPENINGS: 186 ANNUAL GROWTH OPENINGS: 123
Allied Health	**Coordinator of Rehabilitative Services**	Occupation Code: **ALL OTHER THERAPISTS** OCC Code: 32399 1988 ANNUAL EMPLOYMENT: 960 2000 PROJECTED EMPLOYMENT: 1,100 PERCENT CHANGE - 1988-2000: 14.6 TOTAL ANNUAL OPENINGS: 30 ANNUAL SEPARATION OPENINGS: 18 ANNUAL GROWTH OPENINGS: 12

ELDERCARE AREA	ELDERCARE OCCUPATION	PROJECTED NEED/OPPORTUNITY:
Allied Health	**Therapist/Physical Therapy**	Occupation Code: **PHYSICAL THERAPIST** OCC Code: 32308 1988 ANNUAL EMPLOYMENT: 2,310 2000 PROJECTED EMPLOYMENT: 3,400 PERCENT CHANGE - 1988-2000: 47.2 TOTAL ANNUAL OPENINGS: 140 ANNUAL SEPARATION OPENINGS: 49 ANNUAL GROWTH OPENINGS: 91
Allied Health	**Physical Therapy Assistant**	Occupation Code: **PHYSICAL, CORRET. THERAPY ASSISTANT** OCC Code: 66017 1988 ANNUAL EMPLOYMENT: 1,740 2000 PROJECTED EMPLOYMENT: 2,430 PERCENT CHANGE - 1988-2000: 39.7 TOTAL ANNUAL OPENINGS: 105 ANNUAL SEPARATION OPENINGS: 47 ANNUAL GROWTH OPENINGS: 58
Allied Health	**Occupational Therapist**	Occupation Code: **OCCUPATIONAL THERAPIST** OCC Code: 32305 1988 ANNUAL EMPLOYMENT: 1,050 2000 PROJECTED EMPLOYMENT: 1,500 PERCENT CHANGE - 1988-2000: 42.9 TOTAL ANNUAL OPENINGS: 58 ANNUAL SEPARATION OPENINGS: 20 ANNUAL GROWTH OPENINGS: 38
Allied Health	**Occupational Therapy Aide**	Occupation Code: **OCCUPATIONAL THERAPY ASSISTANT** OCC Code: 66021 1988 ANNUAL EMPLOYMENT: 360 2000 PROJECTED EMPLOYMENT: 490 PERCENT CHANGE - 1988-2000: 36.1 TOTAL ANNUAL OPENINGS: 21 ANNUAL SEPARATION OPENINGS: 10 ANNUAL GROWTH OPENINGS: 11

ELDERCARE AREA	ELDERCARE OCCUPATION	PROJECTED NEED/OPPORTUNITY:
Allied Health	Dental Hygienist	Occupation Code: DENTAL HYGIENIST OCC Code: 32908 1988 ANNUAL EMPLOYMENT: 4,260 2000 PROJECTED EMPLOYMENT: 5,490 PERCENT CHANGE - 1988-2000: 28.9 TOTAL ANNUAL OPENINGS: 125 ANNUAL SEPARATION OPENINGS: 22 ANNUAL GROWTH OPENINGS: 103
Allied Health	Dental Assistant	Occupation Code: DENTAL ASSISTANT OCC Code: 66002 1988 ANNUAL EMPLOYMENT: 7,260 2000 PROJECTED EMPLOYMENT: 9,080 PERCENT CHANGE - 1988-2000: 25.1 TOTAL ANNUAL OPENINGS: 264 ANNUAL SEPARATION OPENINGS: 112 ANNUAL GROWTH OPENINGS: 152
Allied Health	Speech Pathologist Audiologist	Occupation Code: SPEECH PATHOLOGISTS, AUDIOLOGIST OCC Code: 32314 1988 ANNUAL EMPLOYMENT: 3,110 2000 PROJECTED EMPLOYMENT: 3,740 PERCENT CHANGE - 1988-2000: 20.3 TOTAL ANNUAL OPENINGS: 79 ANNUAL SEPARATION OPENINGS: 26 ANNUAL GROWTH OPENINGS: 53

Some general Ohio-based employment trends for the time period of 1988-2000 have been noted by the Labor Market Information Division of the Ohio Bureau of Employment Services (1990). For instance, "Both Nursing and Personal Care Facilities and Home Health Care Services industries are expected to be among the fastest growing industries in Ohio, with annual increases of 2.9% and 3.5%, respectively."[a] Further,

> "The largest increase in employment (Percent Change, 1988-2000) in the Nursing and Personal Care Facilities industry will occur for Licensed Practical Nurses, with an expected increase of 51.1%. Large increases, 45% or over, are also expected for Administrative Services Managers, Medicine and Health Services Managers, All Other Managers and Administrators, and Registered Nurses."[b]

Finally, the Ohio Bureau of Employment Services projects that the Residential Care Industry will be among the fastest growing industries in Ohio, with an annual increase of 3.5%. They project that the eldercare-related occupations which will offer the largest number of job openings in the Residential Care Industry will include Nursing Aides and Orderlies, and Social Service Technicians. Tables 2, 3, and 4 which follow illustrate this growth.

The Nursing and Personal Care Facilities industries include establishments primarily engaged in providing in-patient nursing and health-related personal care. These include skilled nursing care facilities, intermediate care facilities, and nursing and personal care facilities which are not classified elsewhere.

The Home Health Care Services industries include establishments primarily engaged in providing skilled nursing or medical care in the home, under the supervision of a physician.

The Residential Care industries include establishments primarily engaged in the provision of residential social and personal care for children, the aged and special categories of persons with some limits on ability for self-care, but where medical care is not a major element.

An example from Table 4 will assist the reader in understanding the data presented.

Table 4, **IND TOTAL**, under columns, **CHANGE IN EMPLOYMENT, 1988-2000** and **PERCENT CHANGE, 1988-2000**, indicates that this industry will increase 8,600 or 42.4% over the twelve year period in newly created positions (growth openings). This is a quite an increase when one considers that the:

a) average increase expected for all industries in Ohio over this period is 10.2%;

b) openings due to separation (leaving the job market permanently due to retirement, death, or other) and "turnover" or migration to another state are not included in the employment change figure.

Even though the projections do not encompass employment changes due to separation or "turnover", this has little effect on the overall estimates for 1988 and 2000, since no jobs are lost or gained (i.e. one worker fills the slot of another worker). So what the **CHANGE IN EMPLOYMENT, 1988-2000** represents is the expected net change (increase or decrease) in the number of jobs over this time period.

As a result of separation (jobs vacated due to workers leaving the labor force permanently) and "turnover" (job changes where one worker replaces another, but both remain in the labor force), the number of actual job openings will be larger and in some cases, considerably larger than is indicated in the projections. On average, 3.1% of the jobs in any given occupation need to be replaced due to separations every year. If one were to look at **Industry 836 (Table 4)**, for example, this would mean approximately 629 (20,300 X .031) jobs openings annually for a total of 7,548 job openings over the twelve year period due to separation replacements. "Turnover" rate can vary from occupation to occupation and, as such, it is difficult to estimate job openings. Occupations with a high "turnover" rate, such as Cashiers, for example, will greatly increase the number of jobs becoming available. The 8,600 **CHANGE IN EMPLOYMENT** figure is in addition to all of these other possible job openings and is an indication of the growth in a job field.

Note. Quotes a and b were taken from written information sent with a personal correspondence with Karen Miller, Occupational Information Section, Labor Market Information Division, Ohio Bureau of Employment Services. The material is from Ohio Employment Projections tables, 1988-2000.

TABLE 2. INDUSTRY 805: NURSING AND PERSONAL CARE FACILITIES (b)

OCCUPATION CODE	OCCUPATION TITLE	1988 ANNUAL EMPLOYMENT	PERCENT OF IND TOTAL	2000 PROJECTED EMPLOYMENT	PERCENT OF IND TOTAL	CHANGE IN EMPLOYMENT 1988-2000	PERCENT CHANGE 1988-2000	TOTAL ANNUAL OPENINGS	ANNUAL SEPARATION OPENINGS	ANNUAL GROWTH OPENINGS
13014	ADMINISTRATIVE SERVICES MANAGERS	310	0.0%	460	0.4%	150	48.4%	28	15	13
15008	MEDICINE AND HEALTH SERV. MGRS.	820	1.0%	1,200	1.1%	380	46.3%	77	45	32
15026	FOOD SERVICE & LODGING MANAGERS	380	0.5%	510	0.5%	130	34.2%	29	18	11
19999	ALL OTHER MANAGERS & ADMINIST.	200	0.2%	290	0.3%	90	45.0%	18	10	8
27302	SOCIAL WORKER, MED. & PSYCHIATRIC	390	0.5%	520	0.5%	130	33.3%	24	13	11
27305	SOCIAL WORKERS, EX. MED. & PSYCH.	280	0.3%	370	0.3%	90	32.1%	17	9	8
27308	SOCIAL SERVICE TECHNICIANS	230	0.3%	300	0.3%	70	30.4%	13	7	6
27311	RECREATION WORKERS	920	1.1%	1,290	1.2%	370	40.2%	62	31	31
32102	PHYSICIANS AND SURGEONS	220	0.3%	290	0.3%	70	31.8%	21	15	6
32308	PHYSICAL THERAPISTS	250	0.3%	340	0.3%	90	36.0%	13	5	8
32317	RECREATION THERAPISTS	600	0.7%	800	0.7%	200	33.3%	29	12	17
32502	REGISTERED NURSES	5,200	6.4%	7,560	6.9%	2,360	45.4%	348	151	197
32505	LICENSED PRACTICAL NURSES	9,490	11.6%	14,340	13.0%	4,850	51.1%	816	412	404
32521	DIETITIANS AND NUTRITIONISTS	380	0.5%	510	0.5%	130	34.2%	27	16	11
32523	DIETETIC TECHNICIANS	520	0.6%	710	0.6%	190	36.5%	39	23	16
32999	ALL OTHER HEALTH PROF., PARA, TECH	100	0.1%	130	0.1%	30	30.0%	5	2	3
55199	SECRETARIES, EXC. LEGAL & MEDICAL	340	0.4%	390	0.4%	50	14.7%	14	10	4
55305	RECEPTIONISTS, INFORMATION CLERKS	450	0.6%	580	0.5%	130	28.9%	30	19	11
55338	BOOKKEEPING & ACCOUNTING CLERKS	320	0.4%	350	0.3%	30	9.4%	17	14	3
55341	PAYROLL AND TIMEKEEPING CLERKS	100	0.1%	100	0.1%	0	0.0%	3	3	0
55347	GENERAL OFFICE CLERKS	340	0.4%	440	0.4%	100	29.4%	24	16	8
61099	ALL OTHER SERVICE SUPERVISORS	270	0.3%	360	0.3%	90	33.3%	20	12	8
65011	FOOD SERVERS, OUTSIDE	690	0.8%	920	0.8%	230	33.3%	26	7	19
65028	COOKS, INSTITUTION OR CAFETERIA	2,810	3.4%	3,120	2.8%	310	11.0%	146	120	26
66008	NURSING AIDES AND ORDERLIES	35,090	43.1%	48,180	43.8%	13,090	37.3%	2,332	1,241	1,091
66011	HOME HEALTH AIDES	300	0.4%	410	0.4%	110	36.7%	31	22	9
66017	PHYSICAL, CORRECT. THERAPY ASSIST	330	0.4%	440	0.4%	110	33.3%	18	9	9
67005	JANITORS AND CLEANERS, EXC. MAIDS	1,020	1.3%	1,370	1.2%	350	34.3%	108	79	29
85132	MAINTENANCE REPAIRS, GEN. UTIL.	960	1.2%	1,280	1.2%	320	33.3%	59	32	27
IND TOTAL (c)		81,500	100.0%	110,000	100.0%	28,500	35.0%	5,725	3,350	2,375

(a) The following points regarding the projections should be noted:

1. The data represent counts of jobs, rather than counts of workers, and are counted by place of work rather than place of residence.
2. The job openings resulting from separations represent the net number of openings expected because existing workers will retire, die, or leave the labor force for other reasons.
3. These job openings do not include openings created by job changing or "turnover" or by migration of workers out of the state.

(b) Occupations with 100 or more workers in 1988. Thus, Occupation Codes: 32305, Occupational Therapists, and 66021, Occupational Therapy Assistants, were excluded.

(c) Only occupations related to the Eldercare Project are listed. Therefore, the employment listed in this table does not add up to the total.

TABLE 3. INDUSTRY 808: HOME HEALTH CARE SERVICES (b)

OCCUPATION CODE	OCCUPATION TITLE	1988 ANNUAL EMPLOYMENT	PERCENT OF IND TOTAL	2000 PROJECTED EMPLOYMENT	PERCENT OF IND TOTAL	CHANGE IN EMPLOYMENT 1988-2000	PERCENT CHANGE 1988-2000	TOTAL ANNUAL OPENINGS	ANNUAL SEPARATION OPENINGS	ANNUAL GROWTH OPENINGS
15008	MEDICINE AND HEALTH SERV. MGRS.	240	2.3%	390	2.6%	150	62.5%	27	14	13
19999	ALL OTHER MANAGERS & ADMINIST.	120	1.1%	200	1.3%	80	66.7%	13	6	7
27302	SOCIAL WORKER, MED. & PSYCHIATRIC	1,300	12.3%	1,840	12.3%	540	41.5%	90	45	45
27308	SOCIAL SERVICE TECHNICIANS	400	3.8%	450	3.0%	50	12.5%	16	12	4
32102	PHYSICIANS AND SURGEONS	410	3.9%	620	4.1%	210	51.2%	49	31	18
32308	PHYSICAL THERAPISTS	100	0.9%	160	1.1%	60	60.0%	7	2	5
32314	SPEECH PATHOLOGISTS,AUDIOLOGISTS	390	3.7%	480	3.2%	90	23.1%	11	3	8
32502	REGISTERED NURSES	650	6.1%	1,070	7.1%	420	64.6%	55	20	35
32505	LICENSED PRACTICAL NURSES	380	3.6%	570	3.8%	190	50.0%	32	16	16
32999	ALL OTHER HEALTH PROF., PARA, TECH	240	2.3%	340	2.3%	100	41.7%	13	5	8
55199	SECRETARIES, EXC. LEGAL & MEDICAL	320	3.0%	400	2.7%	80	25.0%	17	10	7
55305	RECEPTIONISTS, INFORMATION CLERKS	400	3.8%	580	3.9%	180	45.0%	33	18	15
55338	BOOKKEEPING & ACCOUNTING CLERKS	320	3.0%	390	2.6%	70	21.9%	21	15	6
55347	GENERAL OFFICE CLERKS	230	2.2%	320	2.1%	90	39.1%	19	11	8
56017	DATA ENTRY KEYERS, EX. COMPOSING	100	0.9%	100	0.7%	0	0.0%	1	1	0
59999	ALL OTHER CLERICAL & ADM. SUPPORT	130	1.2%	190	1.3%	60	46.2%	10	5	5
66008	NURSING AIDES AND ORDERLIES	140	1.3%	210	1.4%	70	50.0%	11	5	6
67005	JANITORS AND CLEANERS, EXC. MAIDS	100	0.9%	140	0.9%	40	40.0%	11	8	3
IND TOTAL (c)		10,600	100.00%	15,000	100.0%	4,400	41.5%	757	390	367

(a) The following points regarding the projections should be noted:

1. The data represent counts of jobs, rather than counts of workers, and are counted by place of work rather than place of residence.
2. The job openings resulting from separations represent the net number of openings expected because existing workers will retire, die, or leave the labor force for other reasons.
3. These job openings do not include openings created by job changing or "turnover" or by migration of workers out of the state.

(b) Occupations with 100 or more workers in 1988. Thus, Occupation Code: 27305, Social Workers, Ex. Med. and Psych., was excluded.

(c) Only occupations related to the Eldercare Project are listed. Therefore, the employment listed in this table does not add up to the total.

TABLE 4. INDUSTRY 836: RESIDENTIAL CARE (b)

OCCUPATION CODE	OCCUPATION TITLE	1988 ANNUAL EMPLOYMENT	PERCENT OF IND TOTAL	2000 PROJECTED EMPLOYMENT	PERCENT OF IND TOTAL	CHANGE IN EMPLOYMENT 1988-2000	PERCENT CHANGE 1988-2000	TOTAL ANNUAL OPENINGS	ANNUAL SEPARATION OPENINGS	ANNUAL GROWTH OPENINGS
13014	ADMINISTRATIVE SERVICES MANAGERS	100	0.0%	170	0.6%	70	70.0%	11	5	6
15008	MEDICINE AND HEALTH SERV. MGRS.	110	0.5%	170	0.6%	60	54.5%	11	6	5
15026	FOOD SERVICE & LODGING MANAGERS	200	1.0%	290	1.0%	90	45.0%	18	10	8
19999	ALL OTHER MANAGERS & ADMINIST.	290	1.4%	470	1.6%	180	62.1%	30	15	15
27302	SOCIAL WORKER, MED. & PSYCHIATRIC	370	1.8%	530	1.8%	160	43.2%	26	13	13
27305	SOCIAL WORKERS, EX. MED. & PSYCH.	550	2.7%	780	2.7%	230	41.8%	38	19	19
27308	SOCIAL SERVICE TECHNICIANS	1,760	8.7%	2,580	8.9%	820	46.6%	130	62	68
27311	RECREATION WORKERS	160	0.8%	230	0.8%	70	43.8%	12	6	6
32502	REGISTERED NURSES	730	3.6%	1,080	3.7%	350	47.9%	50	21	29
32505	LICENSED PRACTICAL NURSES	1,020	5.0%	1,490	5.2%	470	46.1%	82	43	39
55199	SECRETARIES, EXC. LEGAL & MEDICAL	400	2.0%	500	1.7%	100	25.0%	20	12	8
55305	RECEPTIONISTS, INFORMATION CLERKS	160	0.8%	220	0.8%	60	37.5%	12	7	5
55338	BOOKKEEPING & ACCOUNTING CLERKS	250	1.2%	310	1.1%	60	24.0%	17	12	5
55347	GENERAL OFFICE CLERKS	170	0.8%	230	0.8%	60	35.3%	13	8	5
61099	ALL OTHER SERVICE SUPERVISORS	280	1.4%	400	1.4%	120	42.9%	23	13	10
65028	COOKS, INSTITUTION OR CAFETERIA	590	2.9%	710	2.5%	120	20.3%	38	28	10
66008	NURSING AIDES AND ORDERLIES	3,830	18.9%	5,480	19.0%	1,650	43.1%	277	139	138
66011	HOME HEALTH AIDES	690	3.4%	1,010	3.5%	320	46.4%	79	52	27
67005	JANITORS AND CLEANERS, EXC. MAIDS	320	1.6%	460	1.6%	140	43.8%	38	26	12
IND TOTAL (c)		20,300	100.0%	28,900	100.0%	8,600	42.4%	1,637	920	717

(a) The following points regarding the projections should be noted:

1. The data represent counts of jobs, rather than counts of workers, and are counted by place of work rather than place of residence.
2. The job openings resulting from separations represent the net number of openings expected because existing workers will retire, die, or leave the labor force for other reasons.
3. These job openings do not include openings created by job changing or "turnover" or by migration of workers out of the state.

(b) Occupations with 100 or more workers in 1988. Thus, Occupation Codes: 32317, Recreation Therapists, 32999, All Other Health Professionals, Paraprofessionals, and Technicians, and 66021, Occupational Therapy Assistants, were excluded.

(c) Only occupations related to the Eldercare Project are listed. Therefore, the employment listed in this table does not add up to the total.

Job Matrix

The following entails the actual job matrix of eldercare positions. A listing of all jobs in the matrix are listed first for easy reference. Positions have been subdivided into categories, while recognizing that some jobs may fall in several categories.

Listing of Positions by Categories

Activity

Activity Director

Music Therapist

Art Therapist

Therapeutic Recreation Specialist

Therapeutic Recreation Assistant/Activity Coordinator

Activities Aide

Administrative

Administrative Services

Administrative Services Director

Administrative Assistant

Planning Director

Planning Associate

Volunteer Coordinator

Office Manager

Communications Director

Business Manager

Senior Companion Program Manager

Secretary

Controller

Data Coordinator

Bookkeeper

Intake Information Clerk

Allied Health

Coordinator of Rehabilitative Services

Physical Therapist

Physical Therapy Assistant

Physical Therapy Aide

Occupational Therapist

Occupational Therapy Assistant

Occupational Therapy Aide

Dental Hygienist

Dental Assistant

Speech Pathologist

Audiologist

Community Assistance

Director/Manager

Homecare Supervisor

Homemaker Coordinator

Homemaker

Chore Worker

Home Maintenance Worker

Housing

Housing Manager

Housing and Energy Manager

Management Aide

Senior Specialist

Human Services

- Social Worker
- Social Work Assistant
- Social Service Aide
- Specialist in Developmental Disabilities and Aging
- Assessment Supervisor
- Assessor
- Care Management Supervisor
- Care Manager
- Case Manager
- Case Aide
- Long Term Care Ombudsman Program Director
- Ombudsman
- Quality Assurance Coordinator
- Information and Referral Coordinator
- Gerontologist
- Outreach Position
- Companion

Mental Health

- Psychologist, Mental Health Center
- Older Adult Mental Health Specialist
- Older Adult Social Worker
- Crisis Counselor
- Case Manager
- Mental Retardation and Developmental Disabilities Case Management Specialist
- Mental Health Technician

Residential Case Management

Senior Friend

Nursing/Patient Care

Director, Nursing Services

Home Health Care Director

Director, Community-Health Nursing

Clinical Nurse Manager

Home Care Manager

Public Health Nurse Supervisor

Case Manager

Nurse, General Duty

Nurse, Licensed Practical

Nurse Aide

Cardiac Technical Nurse Assistant

Home Health Aide Supervisor

Service Coordinator

Home Health Aide

Homemaker/Health Aide

Personal Care Attendant

Nutrition

Nutrition Coordinator

Assistant Nutrition Coordinator

Dietician

Site Manager/Site Coordinator

Nutrition Transportation Supervisor

Office Aide

Dietetic Technician

Dietary Manager/Food Service Manager

Dietary Aide/Food Service Aide

Chef

Cook

Janitors and Cleaners

Transportation

Transportation Coordinator

Transportation Coordinator/Receptionist/Typist

Transportation Dispatcher/Scheduler

Driver

Driver/Escort

Escort

JOB TITLE: **ACTIVITY DIRECTOR**

DOT CODE: 195.167-026 GENERAL CATEGORY: Activity

JOB DESCRIPTION:

Institution. Organizes and insures appropriate individual and group crafts, activities and social functions. Plans, promotes, and implements social, educational, and recreational activities both inside and outside the institution. Coordinates all activities. Contacts new residents and patients. Supervises, maintains, and regularly evaluates the use of recreation rooms, chapel, and outdoor activity areas. Trains, supervises, and evaluates Activity staff. Maintains effective relationships with other departments. Participates in in-service education programs and administrative staff meetings. May re-establish, supervise, maintain, and coordinate volunteer program to fit the needs of each resident/patient.

Daycare. Conducts activity background interviews with prospective Daycare participants and their families. Insures that the rights of those served shall be protected. Sets up attendance schedule with participants and families. May schedule participants' transportation. May develop participant's plan of care. Meets with the participants and family members for input. Reviews and re-evaluates the participant's activity plan of care periodically. Plans participant's discharge when appropriate. Develops participant's activity plans/goals with others as appropriate. Supervises activities of Daycare participants. Interviews, selects, and trains appropriate personnel for Daycare program. Develops and revises necessary forms and completes reports as required. May consult with Dietary regarding Daycare menus. May set up medication schedule with appropriate medical facility. Coordinates and integrates the Daycare service with other programs. Promotes the program within the community. Assists with volunteer recruitment.

Senior Center. Plans, organizes and coordinates all social-recreational activities for Senior Center. Networks with other social service programs, in-house as well as community. Plans and coordinates with state and county special events. May publish newsletter. May relate to Senior Center Advisory Council. Responsible for reports and records required for the social-recreational program.

Assistant Activity Director. Institution, Daycare, Senior Center. Duties are similar to Activity Director as delegated. Responsible to Activity Director.

All: May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: On-the-job; Associate's Degree; Bachelor's Degree

TRAINING SOURCES: On-the-job; Community /Technical College short term training and degree; College; University

LICENSURE OR CERTIFICATION: Activity Certification required for nursing homes and hospitals, preferred for Assistant Director. None required for daycare and senior center.

SALARY RANGES: 5.50 - 9.02/hour Average = 7.30 Note: These salary ranges/averages are for the Activities Director. Assistant Director position salary ranges depend upon the actual salary range for Director.

JOB TITLE: **MUSIC THERAPIST**

DOT CODE: 076.127-014 GENERAL CATEGORY: Activity

JOB DESCRIPTION: Plans, organizes, and directs music activities and learning experiences as part of care and treatment of patients to influence behavioral changes leading to increased experience and comprehension of self and environment: Collaborates with other members of rehabilitation team in planning music activities in accordance with patients' needs, capabilities, and interests. Directs and participates in instrumental and vocal music activities designed to meet patients' needs, such as solo or group singing, rhythmic and other creative music activities, music listening, playing in bands or orchestras, or attending concerts. Instructs patients in prescribed instrumental or vocal music. Studies and analyzes patients' reactions to various experiences and prepares reports describing symptoms indicative of progress or regression. Submits periodic reports to provide clinical data for evaluation. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree; Graduate Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: Professional certification

SALARY RANGES: 11,000 - 20,000/year

JOB TITLE: **ART THERAPIST**

DOT CODE: 076.127-010 GENERAL CATEGORY: Activity

JOB DESCRIPTION: Plans and conducts art therapy programs in institutions to rehabilitate mentally ill and physically disabled residents/patients. Confers with members of medically oriented team to determine nature of illness. Recommends individualized therapy programs. Devises program and instructs residents/patients in art techniques. Encourages and guides resident/patient participation. Appraises art projections and recovery progress. Reports findings to other members of treatment team and counsels on patient's response until art therapy is discontinued. Maintains and repairs art materials and equipment. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree; Graduate Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: Professional certification

SALARY RANGES: 11,000 - 20,000/year (equated with Music Therapist)

JOB TITLE: **THERAPEUTIC RECREATION SPECIALIST**

DOT CODE: 076.124-014 GENERAL CATEGORY: Activity

JOB DESCRIPTION: Plans, organizes, and directs medically approved recreation programs. Directs and organizes such activities as adapted sports, dramatics, social activities, and arts and crafts, regulating content of program in accordance with residents'/patients' capabilities, needs, and interest. Prepares reports for treatment team, describing residents'/patients' reactions, and symptoms indicative of progress or regression. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree; Graduate Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: Professional certification

SALARY RANGES: 17,000 - 27,000/year (equated with Recreational Therapist)

JOB TITLE: **THERAPEUTIC RECREATION ASSISTANT/ACTIVITY COORDINATOR**

DOT CODE: 076.124-014 GENERAL CATEGORY: Activity

JOB DESCRIPTION: Institution. Plans, schedules, supervises, and evaluates daily activities. Plans and supervises special outings. Plans, or assists in planning, special fund raising activities which benefit the activities department. Coordinates all activities with other internal programs. Coordinates with other agencies. Designs and prepares a monthly calendar and/or newsletter for residents/patients and other interested persons. Keeps accurate records of participation, or assigns this duty. Prepares reports on a scheduled basis. Supervises activity aides and activity volunteers.

Daycare and Senior Center. Responsible for all duties of Therapeutic Recreation Assistant. Also, trains aides and volunteers. May escort, set-up facility, clean-up, and close facility daily. Checks daily arrival and departure of each participant. Greets participants upon arrival and has necessary equipment ready. For daycare, should be available as Daycare driver or escort if necessary. Assists with participant transfers.

All: May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: Certification preferred but not required

SALARY RANGES: 5.50 - 9.02/hour Average = 7.30

JOB TITLE: **ACTIVITIES AIDE**

DOT CODE: 195.367-030 GENERAL CATEGORY: Activity

JOB DESCRIPTION: Assists Assistant Director and Activities Coordinator with directing, leading, or instructing of exercises, recreation, social, and/or creative group activities. Has necessary equipment ready. Assists with daily duties including: set-up and closing, setting-up and clearing tables for food service, serving dinner and snacks, dining room and bathroom assistance, rest-time. Identifies isolated individuals and integrates them into program activities. May also provide escort service. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Community/Technical College short term training

LICENSURE OR CERTIFICATION:

SALARY RANGES: 4.33-7.09/hour Average = 5.13

ADMINISTRATIVE SERVICES

JOB TITLE: **ADMINISTRATIVE SERVICES DIRECTOR**

DOT CODE: GENERAL CATEGORY: Administrative

JOB DESCRIPTION: Plans, supervises organizes and evaluates programs and services. Responsible for staffing, budgeting and purchasing as well as grant applications; volunteer programs fund raising and agency coordination and board of directors and staff. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree; Graduate Degree

TRAINING SOURCES: College; University; Ohio Department on Aging or other appropriate state department short term training.

LICENSURE OR CERTIFICATION: L.I.S.W. or L.S.W. or other licensure or certification preferred. Therefore, for example an advanced degree in management with a certificate in gerontology is highly acceptable.

SALARY RANGES: 36,000 - 47,000/year

JOB TITLE: **ADMINISTRATIVE ASSISTANT**

DOT CODE: GENERAL CATEGORY: Administrative

JOB DESCRIPTION: Assists the director in the planning organization, implementation and supervision of programs. Fills in as needed for the director. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree; Graduate Degree

TRAINING SOURCES: Ohio Department of Aging short term training;Area Agency on Aging Sponsored short term training Community/Technical College, University

LICENSURE OR CERTIFICATION: Human/Health Service license or certificate may be preferred

SALARY RANGES: Geared to Director salary and degree of delegated responsibility.

JOB TITLE: **PLANNING DIRECTOR**

DOT CODE: GENERAL CATEGORY: Administrative

JOB DESCRIPTION: Develops Area Plan on Aging and Area Plan Amendments. Develops and implements procedures for monitoring, assessment and evaluation of service contract implementation and performance of contract agencies. Recommends general funding priorities and specific allocations. Provides technical assistance to component agencies and other elderly service organizations. Develops and implements affirmative action plan and serves as the Agency's Affirmative Action Officer. Develops and maintains Agency Policy and Procedure Manual. Develops quality assurance standards for funded services. Oversees nutrition coordination activities. Oversees grants management activities. Develops and implements training and education plan and new service plans. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree; Master's Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION:

SALARY RANGES: 36,100 - 46,900/year

JOB TITLE: **PLANNING ASSOCIATE**

DOT CODE: GENERAL CATEGORY: Administrative

JOB DESCRIPTION: Monitors program performance of contract agencies. Conducts annual assessments of service contract agencies. Provides technical assistance to contract agencies and other elderly service organizations. Responds to data requests, questionnaires and surveys. Assists in compiling quarterly reports as required. Assists in developing quality assurance standards for funded services. Recommends improvements in monitoring and assessment activities, instruments, and procedures. Carries out planning, research and evaluation activities and assists in any other functions of Planning Director requested. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION:

SALARY RANGES: 18,000 - 23,400/year

JOB TITLE: **VOLUNTEER COORDINATOR**

DOT CODE: 187.137-014 GENERAL CATEGORY: Administrative

JOB DESCRIPTION: Assumes direct practice, supervisory and consultative functions. Primary responsibility for recruiting, training, developing and supervising volunteers in accordance to program needs. Provides recognition, evaluation and counseling Keeps abreast of relevant training and development resources and relevant policies and procedures. Assists in resolution of cases/complaints. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: Health/ Human Service Certification preferred

SALARY RANGES: 5.75-7.87/hour; average = 6.57

JOB TITLE: **OFFICE MANAGER**

DOT CODE: 169.167-034 GENERAL CATEGORY: Administrative

JOB DESCRIPTION: Plan office schedules and coverage. Prioritizes and processes work orders. Monitors all clerical work. Oversees filing system, outgoing mail, supplies and equipment. Supervises office staff. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Business College; Community/Technical College

LICENSURE OR CERTIFICATION:

SALARY RANGES: 5.34 - 7.97/hour; average = 5.81

JOB TITLE: **COMMUNICATIONS DIRECTOR**

DOT CODE: GENERAL CATEGORY: Administrative

JOB DESCRIPTION: Identify and develop additional resources such as foundations or corporate. Plan and conduct fund raisers. Coordinate special events. ~Developand implement strategic marketing plan. Develop and implement comprehensive public relations plan including preparation and distribution of news releases, newsletters, brochures and annual report. Serve as liaison to ODA, public officials, other funding sources and the general public. May perform other duties as requested.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's degree; graduate degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION:

SALARY RANGES: 33,100 - 43,000/year

JOB TITLE: **BUSINESS MANAGER** (see Transportation Coordinator - Transportation: also Nutrition Transportation Supervisor - Nutrition)

DOT CODE: GENERAL CATEGORY: Administrative

JOB DESCRIPTION: Maintains vehicle inventory, coordinates maintenance repairs, insurance and claims. Files vehicle insurance and claims. Procures office supplies and equipment in accordance with purchasing policy. Updates purchasing policy as needed. Coordinates staff recruitment efforts to include job posting, advertising and screening. Conducts background and reference checks. Conducts new employee benefit orientation. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree; graduate degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION:

SALARY RANGES: 20,700 - 25,900/year

JOB TITLE: **SENIOR COMPANION PROGRAM MANAGER**

DOT CODE: 189.167-030 GENERAL CATEGORY: Administrative

JOB DESCRIPTION: Manages the operation of the Senior Companion Program to assure quality of service intake; case management and related functions and oversee supervision of Senior Companion. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: Health/ Human Service Certification preferred

SALARY RANGES: 16.00 - 20.00/hour

JOB TITLE: **SECRETARY**

DOT CODE: 201.362-030 GENERAL CATEGORY: Administrative

JOB DESCRIPTION: Schedules appointments, gives information to callers takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer. Greets visitors and ascertains nature of business. May keep personnel records. May record minutes of staff meetings. May make copies of correspondence or other printed matter. Has basic computer skills. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Business School; Vocational education; Community/Technical College

LICENSURE OR CERTIFICATION:

SALARY RANGES: 5.34-7.97/hour; average = 5.81

JOB TITLE: **CONTROLLER**

DOT CODE: GENERAL CATEGORY: Administrative

JOB DESCRIPTION: Cash management including procurement, deposit and disbursement of funds. Payroll administration. Maintains equipment inventory. Maintains up-to-date accounting / bookkeeping system. Financial and programmatic reporting to OSA and Board. Assist in providing technical assistance to components as well as other elderly service organizations. Grants management including contract preparation. Assist in development, operation and maintenance of computerized accounting / reporting system. Assist in physical plan management. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION:

SALARY RANGES: 24,100 - 31,300/year

JOB TITLE: **DATA COORDINATOR**

DOT CODE: 203.582-030 GENERAL CATEGORY: Administrative

JOB DESCRIPTION: Convert source documents into computer acceptable form. Keys and edits data and verifies results according to established procedures. Generates internal management reports. May undertake accounts receivable and accounts payable functions. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION:

SALARY RANGES: 20,200 - 26,300/year

JOB TITLE: **BOOKKEEPER**

DOT CODE: 210.382-014 GENERAL CATEGORY: Administrative

JOB DESCRIPTION: Classify and record numerical data related to accounts receivable and accounts payable. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Business College; Community/Technical College

LICENSURE OR CERTIFICATION:

SALARY RANGES: 6.56-9.41/hour; average = 7.57

JOB TITLE: **INTAKE INFORMATION CLERK**

DOT CODE: 205.367-046 GENERAL CATEGORY: Administrative

JOB DESCRIPTION: Performs agency's admission process functions, and requests for service. Accepts appropriate cases under professional supervision for further evaluation and refer others to appropriate agency. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Business College

LICENSURE OR CERTIFICATION:

SALARY RANGES: 12,000 - 15,000 year equated with Receptionist

JOB TITLE: **RECEPTIONIST**

DOT CODE: 237.367-038 GENERAL CATEGORY: Administrative

JOB DESCRIPTION: Assists in keeping records, reports. Answers phone and take messages, makes appointments under agency guidelines and provides general information. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational education; Business College

LICENSURE OR CERTIFICATION:

SALARY RANGES: 12,000 - 15,600/year

ALLIED HEALTH

JOB TITLE: **COORDINATOR OF REHABILITATIVE SERVICES** (see also Older Adult Team Leader - Mental Health)

DOT CODE: 076.117.010 GENERAL CATEGORY: Allied Health

JOB DESCRIPTION: Plans, administers and directs operation of health therapy programs such as physical, occupational, recreational, educational, music and manual arts therapy. Consults with medical and professional staff from associated health care fields to plan and coordinate joint client and management objectives. Conducts staff conferences and plans training programs to maintain proficiency of staff in therapy techniques and use of new methods and equipment to meet patents' needs. Allocates personnel on basis of workload, space and budget. May recommend patient fees for therapy based on use of equipment and therapy staff. May serve as rehabilitative therapy consultant to employers, educational institutions and community organizations. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree; Graduate Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION: License in one of the therapy fields

SALARY RANGES: 28.09 - 36.75/hour

JOB TITLE: **PHYSICAL THERAPIST** (see also Occupational Therapist)

DOT CODE: 076.121-014 GENERAL CATEGORY: Allied Health

JOB DESCRIPTION: Plans and administers medically prescribed physical therapy treatment programs for patients to restore function, relieve pain and prevent disability following disease, injury or loss of body part, working at hospital, rehabilitation center, nursing home, home health agency or private practice.Provides skilled physical therapy services as ordered by the physician. Evaluates, plans programs and administers physical therapy services to clients and instructs/teaches significant others as needed with respect to the rehabilitation of the client. Provides direction and supervision in the implementation of the plan of care. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree, Graduate Degree

TRAINING SOURCES: College, University

LICENSURE OR CERTIFICATION: Physical Therapist License Required

SALARY RANGES: 26.75-35.00/hour; average = 26.75

JOB TITLE: **PHYSICAL THERAPY ASSISTANT**

DOT CODE: 076.224-010 GENERAL CATEGORY: Allied Health

JOB DESCRIPTION: Administers physical therapy treatments to patients, working under direction of and as assistant to Physical therapist. Instructs, motivates and assists patients in learning and improving functional activities such as ambulation, transfer ambulation and daily-living activities. Observes patients during treatments and compiles and evaluates data on patients' responses to treatments and progress and reports to physical therapist. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree

TRAINING SOURCES: Community/Technical College

LICENSURE OR CERTIFICATION: PT Assistant License Required

SALARY RANGES: 8.82/hour base rate

JOB TITLE: **PHYSICAL THERAPY AIDE** (see also Occupational Therapy Aide)

DOT CODE: 355.354-010 GENERAL CATEGORY: Allied Health

JOB DESCRIPTION: Prepares patients for physical therapy treatments. Follows therapist's direction when assisting with treatments. Secures patients into or onto therapy equipment. Safeguards and motivates patients practicing exercises and functional activities. Observes patients during treatments and reports signs of fatigue, distress or other problems. Transports patients to and from treatment area. Cleans work area and equipment after treatment. Prepares hydrotherapy equipment at appropriate temperature and adds disinfectant solutions. Performs miscellaneous clerical and related duties such as answering telephone, taking messages, and filing patient records. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Community/Technical College short term training

LICENSURE OR CERTIFICATION:

SALARY RANGES: 7.06/hour union agreement

JOB TITLE: **OCCUPATIONAL THERAPIST** (see also Physical Therapist)

DOT CODE: 076.121-010 GENERAL CATEGORY: Allied Health

JOB DESCRIPTION: Provides skilled occupational therapy services as ordered by the physician. Evaluates, plans programs and administers occupational therapy services to client and instructs/teaches significant others to allow the client to reach his/her maximum rehabilitative potential. Supervises the implementation of the plan of care. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree, Graduate Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION: Occupational Therapy License Required

SALARY RANGES: 35.00/hour (consultant rate)
26.75 - 35.00/hour; average = 26.75 as compared to Physical Therapist

JOB TITLE: **OCCUPATIONAL THERAPY ASSISTANT** (see also Physical Therapy Assistant)

DOT CODE: GENERAL CATEGORY: Allied Health

JOB DESCRIPTION: Administers occupational therapy treatments to patients, working under direction of and as assistant to Occupational therapist. Instructs, motivates and assists patients in learning and improving functional activities. Observes patients during treatments and compiles and evaluates data on patients' responses to treatments and progress and reports to physical therapist. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree

TRAINING SOURCES: Community/Technical College

LICENSURE OR CERTIFICATION: OT Assistant License Required

SALARY RANGES: 8.65/hour base rate

JOB TITLE: **OCCUPATIONAL THERAPY AIDE** (see also Physical Therapy Aide)

DOT CODE: 355.377-010 GENERAL CATEGORY: Allied Health

JOB DESCRIPTION: Assists occupational therapist or assistant in occupational therapy program in hospital or similar institution. Performs program support services, such as transporting patient, assembling equipment and preparing and maintaining work areas as directed by therapist or assistant. Performs miscellaneous clerical and related duties such as answering the phone taking messages and filing patient records. Assists in maintaining supplies and equipment. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job, Vocational Education, Community/Technical College short term training

LICENSURE OR CERTIFICATION:

SALARY RANGES: 7.06/hour (equated with Physical Therapy Aide)

JOB TITLE: **DENTAL HYGIENIST**

DOT CODE: 078.361-010 GENERAL CATEGORY: Allied Health

JOB DESCRIPTION: Under supervision of a licensed dentist, performs dental prophylaxis: Removes calcareous deposits, accretions and stains from teeth by scaling accumulation of tartar from teeth and beneath margins of gums, using rotating brush, rubber cup and cleaning compound. Applies medicaments to aid in arresting dental decay. Charts conditions of decay and disease for diagnosis and treatment by dentist. Acts as an oral health educator May expose and develop X_ray film. May make impressions for study casts. May remove sutures and dressings. May administer local anesthetic agents. May place and remove rubber dams, matrices and temporary restorations. May place, carve and finish amalgam restorations. May remove excess cement from coronal surfaces of teeth. May specialize in lecturing community organizations and other interested groups on oral hygiene using motion pictures, charts and other visual aids to augment service of public-health dentist. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION: State License and National Dental Hygiene Board

SALARY RANGES: 13.00-20.00/hour

JOB TITLE: **DENTAL ASSISTANT** (Dental Technician)

DOT CODE: GENERAL CATEGORY: Allied Health

JOB DESCRIPTION: Assists Dentist under direct supervision.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree

TRAINING SOURCES: On-the-job; Vocational Education; Community/Technical; College short term training

LICENSURE OR CERTIFICATION:

SALARY RANGES: 4.50-8.00/hour

JOB TITLE: **SPEECH PATHOLOGIST**

DOT CODE: 076-107-010 GENERAL CATEGORY: Allied Health

JOB DESCRIPTION: Provides diagnosis and therapy for individuals suffering from speech and language disorders caused by neurological and other pathologies such as stroke or degenerative neurological disorders. Provides supervision in the implementation of care. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree, Graduate Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION: Speech Pathologist License required

SALARY RANGES: 11.59/hour base rate

JOB TITLE: **AUDIOLOGIST**

DOT CODE: 076.101-010 GENERAL CATEGORY: Allied Health

JOB DESCRIPTION: Diagnoses and rehabilitative services for individuals suffering from hearing disorders. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree; Graduate Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION: Ohio Board of Speech Language and Audiology Certification

SALARY RANGES: 11.59/hour base rate

COMMUNITY ASSISTANCE

JOB TITLE: **DIRECTOR/MANAGER**

DOT CODE: 189.167-030 GENERAL CATEGORY: Community Assist

JOB DESCRIPTION: Administers program, researches funding resources. Networks with agencies. Accountable for statistics, recruitment and hiring staff. Plans and designs monitoring and evaluation of workers. Responsible for community education, public relations and marketing. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION:

SALARY RANGES: 23,924 - 41,017/year

JOB TITLE: **HOMECARE SUPERVISOR** (see also Home Health Aide Supervisor under Nursing/Patient Care).

DOT CODE: 187.167-046 GENERAL CATEGORY: Community assist

JOB DESCRIPTION: Processes referrals received for chore and homemaker services. Performs intake interviews with prospective clients in their home. Develops an individual care plan for each client. Processes necessary forms and keeps accurate client records. Assigns and schedules homemaker, chore and office workers. Assists in supervision and training of Homecare workers. Prepares required written and statistical reports on services. Assists in evaluation of Homecare workers' job performance. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: One year L.P.N. certificate; Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: P.N. or R.N. license required

SALARY RANGES: 12.66 - 16.23/hour

JOB TITLE: **HOMEMAKER COORDINATOR**

DOT CODE: 301.137-010 GENERAL CATEGORY: Community assist

JOB DESCRIPTION: Answers the telephone for the Homemaker program. Maintains phone contact with clients and homemakers to advise them of weekly schedules and any changes that must be made. Assists in scheduling, adjusting schedules, and networking for other services for upkeep of home. Maintains record of all incoming phone calls concerning clients and relays information to appropriate persons. Maintains weekly schedules of client hours and hours worked by Homemakers for statistical reports. Maintains a sufficient supply of case forms to assist Homemakers in following the established plan of care. Keeps accurate records of client's and staff's names, addresses, and phone numbers. Assists in setting up and coordinating meetings, programs, and training sessions. Keeps track of office supplies or equipment needed. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education: Business College; Community/Technical College short term training

LICENSURE OR CERTIFICATION:

SALARY RANGES: 25,022 - 31,949/year

JOB TITLE: **HOMEMAKER** (see also Home Health Aide-Nursing/Patient Care)

DOT CODE: 354.377-014 GENERAL CATEGORY: Community assist

JOB DESCRIPTION: Performs light housekeeping to include dusting, vacuuming, mopping floors, cleaning bathroom and kitchen, washing inside windows, bagging and removing trash, and making and changing beds. Performs periodic cleaning of kitchen appliances; grocery shopping; meal planning and preparation. Assists with shopping, paying bills and budgeting. Does light laundry. Performs errands such as accompanying client to medical appointments and short walks outside home. Performs limited incidental home health aide activities such as partial assistance in dressing and grooming.

Provides house cleaning, laundry, and meal preparation services for semi-independent older persons living in their own homes. May provide personal hygiene assistance whenever possible with signed client liability release. Arranges for information and referral if other services are needed. Keeps accurate records of work. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational education; Nursing Home Area Training Center; Community/Technical College; Hospital or Nursing home short term training

LICENSURE OR CERTIFICATION: Nurse Aide and/or Home Health Aide certification preferred

SALARY RANGES: 8,753 - 12,315/year

JOB TITLE: **CHORE WORKER** (see Home Maintenance Worker; also, Janitors and Cleaners - Nutrition)

DOT CODE: 301.687-010 GENERAL CATEGORY: Community assist

JOB DESCRIPTION: Performs household tasks, essential errands, simple household repairs, and other light work necessary to enable an individual to remain in own household when unable to perform such tasks. May perform any of the following tasks: simple household repair; heavy housecleaning such as cleaning appliances, carpets, rugs; washing walls, windows and scrubbing floors; cleaning attics and basements to remove fire and health hazards; and lifting or moving heavy furniture. May perform seasonal activities such as cutting grass and raking leaves, and clearing walkways of ice, snow, and leaves and removing/installing storm windows/screens. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education

LICENSURE OR CERTIFICATION:

SALARY RANGES: 8,753 - 12, 315/year equated with Homemaker

JOB TITLE: **HOME MAINTENANCE WORKER** (see also Chore Worker).

DOT CODE: 899.381-010 GENERAL CATEGORY: Community assist

JOB DESCRIPTION: Repairs or renovates to improve safety, security, or sanitation of owner occupied homes. Performs modifications or adaptive alterations to improve the accessibility or safety of home/apartments occupied by older adults who are impaired/handicapped. Such modifications or alterations on rental property do not include those activities/areas which are considered to be the responsibility of the landlord. Maintains and repairs to preserve owner occupied homes from deterioration. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Community/Technical College and trade's short term training

LICENSURE OR CERTIFICATION:

SALARY RANGES: 8,753 - 12,315/year equated with Homemaker

HOUSING

JOB TITLE: **HOUSING MANAGER**

DOT CODE: 187.167-186 GENERAL CATEGORY: Housing

JOB DESCRIPTION: Independent Residence: Involves management, admissions, community relations, budget, supervision. Oversees residents well being. Has general knowledge of community resources for appropriate resident referrals. May coordinate other positions such as drivers, escorts, activities, food service and community assistance. May perform other duties as assigned.

Group Living. Oversees residential group cohesiveness. Becomes appropriately involved with residents their families and their interactions. Shared Living. In addition to above duties, has basic responsibility of supervision for day to day intimate living conditions, which may be delegated to staff. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree

TRAINING SOURCES: On-the-job; AOPHA (Association of Ohio Philanthropic Homes for Aging); Community/Technical College short term training; College;University

LICENSURE OR CERTIFICATION: not required, but certification available through the American Association of Homes and Housing for the Aging (AAHHA)

SALARY RANGES: 20,150 - 30,220/year

JOB TITLE: **HOUSING AND ENERGY MANAGER**

DOT CODE: GENERAL CATEGORY: Housing

JOB DESCRIPTION: Assesses elderly housing needs and develops a regional housing plan. Establishes and/or actively participates in a regional elderly housing and energy coalition involving area organizations active in elderly housing issues. Compiles and maintains an inventory of available housing options utilizing an ODA provided format. Administers the Home Energy Assistance Program elderly outreach effort. Participates actively in education, referral and advocacy related to energy assistance, energy conservation and housing rehabilitation programs. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree; Graduate Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION:

SALARY RANGES: 30,000 -39,000/year

JOB TITLE: **MANAGEMENT AIDE** (see also Receptionist and Bookkeeper - Administration)

DOT CODE: GENERAL CATEGORY: Housing

JOB DESCRIPTION: Responds to inquiries both by phone and in person from current and prospective tenants and other involved persons. Performs routine mathematical calculations to determine balances, refunds, rent charges and repair costs. Maintains and reports account records for use by other staff. Posts data concerning vacancies to assist in maintaining occupance rate. Assists current tenants in obtaining needed maintenance, and provides information and assistance to ensure good tenant relations. Performs routine clerical functions to provide current, accurate records concerning leases, billing and delinquent rent accounts. Prepares, types and distributes periodic reports such as payroll, travel, service and rental reports to various other departments. Prepares work orders and orders supplies for office and service personnel. Assists in interviews, establishing rentals, and annual re-examination. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-Job; Vocational Education; Community/Technical College short term training; Business College

LICENSURE OR CERTIFICATION:

SALARY RANGES: 14,370 - 19,440/year

JOB TITLE: **SENIOR SPECIALIST (see also Older Adult Team Leader - Mental Health)**

DOT CODE: GENERAL CATEGORY: Housing

JOB DESCRIPTION: Develops and maintains contact with representatives from the senior developments. Provides technical assistance, counsel, and support to senior development tenant council officers and committee chairpersons. Coordinates the social, health, educational, and recreational programs in the senior developments. Works cooperatively with various social service and human service agencies, as relates to program planning, development, and promotion. Plans and conducts the annual training workshop and the Joint Tenant Council Meetings, along with the other Human Services staff. Compiles various informational publications for the senior development Tenant councils. Serves as liaison between the senior development residents, the AMHA management, and specific service providers within the developments. Coordinates supportive services for the Summer Youth Employment Program. Assists is compiling data and writing grant proposals to secure funds for various programs and in implementing such programs when funds are successfully secured. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College

LICENSURE OR CERTIFICATION:

SALARY RANGES: 19,130 - 25,880/year

JOB TITLE: **SOCIAL WORKER** (see Information and Referral Coordinator; also the positions of Mental Health Specialist, Crisis Counselor and Older Adult Social Worker-Mental Health for further description of potential roles.)

DOT CODE: 195.107-010 GENERAL CATEGORY: Human Services

JOB DESCRIPTION: Professional member of multi-disciplinary team sharing responsibility to meet social health and welfare needs of frail elderly. May at times be the primary counselor for old people and their families. Functions as a case manager for supportive and adult protective cases. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree; Graduate Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION: Social Worker License or Social Worker Independent License Required; Academy of Certified Social Work also preferred.

SALARY RANGES: 18.26-30.00/hour; average=24.13
note: the 30.00 rate is usually for consultant position.

JOB TITLE: **SOCIAL WORKER ASSISTANT** (see Social Worker and Social Service Aide for further description of potential roles)

DOT CODE: 195.367-010 GENERAL CATEGORY: Human Services

JOB DESCRIPTION: Assess individual clients in relation to functional abilities, financial situations and living conditions and the availability of support and other resources. Assist clients in obtaining and maintaining benefits and services to which they are entitled. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: Licensed Social Worker or Social Work Assistant Certification

SALARY RANGES: 10,000 - 13,500/year

JOB TITLE: **SOCIAL SERVICE AIDE** (see also Case Management Aide and Residential Aide - Mental Health)

DOT CODE: 195.367-034 GENERAL CATEGORY: Human Services

JOB DESCRIPTION: Serves as a member of multi-disciplinary team sharing the responsibility to meet the social, health and welfare needs of the frail elderly. The Social Work Aide provides a wide variety of direct and indirect services. These include not only the concrete facilitative tasks such as grocery shopping, check cashing, bill paying and escorting to appointments, advising under professional supervision, locating adequate housing, furniture or clothing, arranging transportation, food, appointments. Advocacy, support and encouragement which promotes adaptive functioning are key skills. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Community/Technical College short term training

LICENSURE OR CERTIFICATION:

SALARY RANGES: 6.50-9.65/hour: Average = 8.21

JOB TITLE: **SPECIALIST IN DEVELOPMENTAL DISABILITIES AND AGING** (see positions of Mental Health Technician & DD Case Management Specialist - Mental Health)

DOT CODE: GENERAL CATEGORY: Human Services

JOB DESCRIPTION: Administers and coordinates habilitation plan for developmentally disabled older adults. Assesses, develops and implements programs for client's daily living program. Uses knowledge of older adult services for general population and for special services available to clients with DD. Works as liaison cooperatively with community agencies and organizations and represents the special interests and needs of DD/A populations. May provide training to others about this population. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: LSW or Social Work Assistant Certification.

SALARY RANGES: 13,500 - 18,000/year

JOB TITLE: **ASSESSMENT SUPERVISOR** (see also the above and M.R. & D.D. Case Management Specialist - Mental Health)

DOT CODE: GENERAL CATEGORY: Human Services

JOB DESCRIPTION: Implements a comprehensive screening process for nursing home and PASSPORT applicants. Assigns nursing home assessments to Assessors. Assigns PASSPORT assessments to nurse/social worker teams. Implements a comprehensive process for obtaining necessary approvals of all level of care recommendations from appropriate parties. Prepares all necessary assessment/level of care reports and documents for submission to ODA and ODHS. Confers with staff regarding assessment problems and procedures. Evaluates appropriateness and quality of services. Trains and orients Assessors, students, and new staff in assessment. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree; Graduate Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: RN or LSW required (LISW preferred)

SALARY RANGES: 24,000 - 32,400/year

JOB TITLE: **ASSESSOR** (see also Care Manager; also Crisis Counselor - Mental Health)

DOT CODE: GENERAL CATEGORY: Human Services

JOB DESCRIPTION: Conducts telephone screen of PASSPORT and nursing home applicants to determine surface eligibility/ Conducts face-to-face, comprehensive assessment to develop a level of care recommendations for nursing home applicants. Obtain verbal and written approval of the nursing home applicant's level of care recommendations. Obtains physician approval of the nursing home applicant[s level of care recommendations. Assist client/caregivers as needed in securing nursing home placement. Conducts face-to-face, comprehensive assessment to develop a level of care recommendation for PASSPORT applicants. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community and Technical College; College; University

LICENSURE OR CERTIFICATION: RN or LSW required (LISW preferred)

SALARY RANGES: 18,0000-24,300/year

JOB TITLE: **CARE MANAGEMENT SUPERVISOR** (see also Older Adult Team Leader - Mental Health)

DOT CODE: GENERAL CATEGORY: Human Services

JOB DESCRIPTION: Participates in the selection of care coordination clients and development of service plans. Assigns cases and other responsibilities to Care Managers. Confers with staff regarding care management problems and procedures. Evaluates Care Manager services and quality of care. Serves a liaison with providers regarding care management and service delivery problems and issues. Trains and orients Care Managers, students and new staff in Care Coordination. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree; Graduate Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: RN or LISW required

SALARY RANGES: 24,900 - 32,400/year

JOB TITLE: **CARE MANAGER** (see also Assessor)

DOT CODE: 195.367-034 GENERAL CATEGORY: Human Services

JOB DESCRIPTION: Conducts a face-to-face, health and functional home assessment for potential clients. Develops and implements a comprehensive service plan for enrolled clients. Reassesses enrolled clients at least every 6 months to determine continued need and eligibility for program enrollment. Advocates on behalf of a client for other services and benefits. Conducts family and or service provider case conferences. Monitors client health and functional status. Monitors service providers interns of quality assurance standards. Maintains an accurate and complete record keeping system. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College

LICENSURE OR CERTIFICATION: RN or LSW required (LISW preferred)

SALARY RANGES: 18,00 - 24,300/year

JOB TITLE: **CASE MANAGER** (see also Manager - Mental Health)

DOT CODE: 195.367-034 GENERAL CATEGORY: Human Services

JOB DESCRIPTION: Assigns cases and other responsibilities to Case Managers. Confers frequently with staff regarding case management problems and procedures. Accompanies Case Managers making home visits to evaluate case manager services and quality of care.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College

LICENSURE OR CERTIFICATION: R.N. or LSW required (LISW preferred)

SALARY RANGES: 18,000 - 24,300/year

JOB TITLE: **CASE AIDE** (see Social Worker Assistant; select aspects of Senior Friend & Case Management Aide - Mental health also applies)

DOT CODE: GENERAL CATEGORY: Human Services

JOB DESCRIPTION: Assists Case Managers in filing of records and of documents into records after review by the Case Manager. Sorts incoming client service progress reports and physician orders by case manger and distributes. Tracks Medicaid eligibility and exceptions in ODA billing of Medicaid clients. Updates Case Managers active roster as needed. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree

TRAINING SOURCES: On the job; Community/Technical College

LICENSURE OR CERTIFICATION:

SALARY RANGES: 12,000 - 15,600/year

JOB TITLE: **LONG TERM CARE OMBUDSMAN PROGRAM DIRECTOR**

DOT CODE: GENERAL CATEGORY: Human Services

JOB DESCRIPTION: Assists in developing budgets. Serves as liaison to ODA, nursing homes, board and care facilities as well as other organizations and the public. Recommends policy directives and develops procedures and practices necessary to implement policy. Staffs LTCOP Advisory Board and Committee of the Board of Trustees. Participates in LTCOP evaluations. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; plus Area Agency on Aging/Ohio Department on Aging sponsored short term training)

LICENSURE OR CERTIFICATION: RN or LSW required (LISW preferred)

SALARY RANGES: 18,000 - 23,400/year

JOB TITLE: **OMBUDSMAN**

DOT CODE: GENERAL CATEGORY: Human Services

JOB DESCRIPTION: Investigates, verifies and works to resolve complaints made by or on behalf of residents of long term care institutions, adult care facilities and people receiving in-home and community-based long term care services. Provides information and technical assistance to service providers and recipients of long term care institutions. adult care facilities and in-home and community-based long term care services. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: R.N. or L.S.W. preferred and increasingly required.

SALARY RANGES: $18,000 - 23,000/year equivalent to Long Term Care Ombudsman position and related to actual salary of the latter.

JOB TITLE: **QUALITY ASSURANCE COORDINATOR**

DOT CODE: GENERAL CATEGORY: Human Services

JOB DESCRIPTION: Coordinates the implementation of monitoring and evaluating quality assurance functions within the AAHC. Implements formal methods for evaluating compliance with PASSPORT policies and procedures, PASSPORT service provider contracts and standards of care. Conducts concurrent and retrospective reviews of PASSPORT provider agencies and case management practices. Makes random home visits for quality assurance monitoring. Assists case management team with problem-solving, establishes criteria and indicators to identify problems. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree; Graduate Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION: RN or LSW required (LISW preferred)

SALARY RANGES: 24,900 - 32,400/year

JOB TITLE: **INFORMATION AND REFERRAL COORDINATOR** (see Social Worker and Outreach Position; also Crisis Counselor - Mental Health)

DOT CODE: GENERAL CATEGORY: Human Services

JOB DESCRIPTION Provides information on client services, refers client to sources of services, assists with follow-through and maintains contact with service agency and client as appropriate. Evaluates type and need of service requests, obtains information as indicated and assists clients to complete forms specific to a service agency requirement. Serves in outreach roles where difficult situations are present requiring in-depth counseling and social worker skills. May perform other duties as assigned .

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree; Graduate Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION: LSW or LISW with American Academy of Social Worker (National Association of Social Workers) certification preferred.

SALARY RANGES: 18,434 - 29,848/year equated to Older Adult Mental Health Specialist - Mental Health.

JOB TITLE: GERONTOLOGIST

DOT CODE: GENERAL CATEGORY: Human Services

JOB DESCRIPTION: An inter and multi disciplinary aging knowledge position whose assigned job role may range from being a generalist on aging knowledge with a title called gerontologist to an added one of specific focus with other job titles such as Social Worker, Case Manager, Nursing Home Administrator, et al. These skills may include program planning for multiple type gerontological programs with transportation, home delivered meals, rehabilitation services as example; to direct service such as counseling as an example; to administration as senior day care center director as an example; to public policy titled positions as policy developers, as well as, educators / trainers and/ or researchers. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree; Graduate Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION: Gerontology Degree or Degree plus Gerontology Certificate preferred but not required. Dependent upon position a gerontology major, minor or certificate may be required. Dependent upon position, specific other professional certification may be required.

SALARY RANGES: 18,750 - 32,250/year depending upon degree level.

JOB TITLE: **OUTREACH POSITION** (see Information and Referral)

DOT CODE: 195.367-034 GENERAL CATEGORY: Human Services

JOB DESCRIPTION: Seek out and locate isolated older persons. Discuss and identify any unmet needs of the older persons called on, arrange follow-ups and services. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: On-the-job; College; University

LICENSURE OR CERTIFICATION:

SALARY RANGES: professional range - 18.26 - 30.00/hour (equated with Social Worker)
nonprofessional range - 6.50 - 9.65/hour (equated with Social Service Aide)

JOB TITLE: **COMPANION** (also Personal Attendant - Community Assistance and Case Management Aide and Senior Friend - Mental Health)

DOT CODE: 309.677-010 GENERAL CATEGORY: Human Services

JOB DESCRIPTION: Cares for elderly, handicapped or convalescent persons. Transacts social or business affairs if appropriate approval by proper source is provided in writing. Reads aloud, plays cards or other games to entertain older person. Accompanies older person on trips and outings. May prepare and serve meals to employer. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job, Vocational Education; Nursing Home Area Training Centers; Community/Technical College short term training.

LICENSURE OR CERTIFICATION: Nurse Aide Certification preferred

SALARY RANGES: 3.85-4.25/hour

MENTAL HEALTH

JOB TITLE: **PSYCHOLOGIST, MENTAL HEALTH CENTER**

DOT CODE: 045.107-022 GENERAL CATEGORY: Mental Health

JOB DESCRIPTION: Provides one-to-one and group therapy utilizing varied therapeutic modalities. Undertakes psychological testing including geriatric psychological assessment. Provides written test reports with recommendations. Involved in staff and supervisor meetings designed to also include movement toward newer and evolving treatment approaches and client accessibility. Provides in-service and community educational services. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Graduate Degree

TRAINING SOURCES: University

LICENSURE OR CERTIFICATION: State of Ohio Boar l of Psychology

SALARY RANGES: $28,000 - 40,000/year

JOB TITLE: **OLDER ADULT TEAM LEADER** (see Case Management Supervisor - Human Services)

DOT CODE: 075.127-026 GENERAL CATEGORY: Mental Health

JOB DESCRIPTION: Provides case management services on a priority basis to designated clients. Provides overall supervision to the team unit. Participates in monitoring and evaluating quantity and quality of service provision by reviewing units of service and other quality assurance tools, appropriateness of service approaches, techniques being utilized in relation to client and community needs, service outcomes, and staff utilization. Provides leadership and direction to team members in the C&E activities of case, program and system consultation, case finding, community education, establishing liaisons, promotion and contracting. Plans and develops goals and objectives for the team members consistent with the need of the specific target population and the overall goals and objectives of the agency. Coordinates the team's activities with other agencies and agency programs through periodic meetings and regular communications between teams. Supervises and evaluates the performance of individual team members regarding the quality and quantity of all services. Participates in team meetings, staff meetings, and supervisorial conferences as required. Identifies staff development needs of the team; plans, provides and evaluates with the staff development unit appropriate activities for new staff, students, volunteers and others. Participates in quality assurance committees, task force, special committees, and research programs as assigned. Assures that agency accountability, individual and team productivity standards are being met; assures that fees for service are generated and proper procedure followed for collection. Serves as staff liaison to community groups as required. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Graduate Degree

TRAINING SOURCES: University

LICENSURE OR CERTIFICATION: Licensed Independent Social Worker plus Academy of Certified Social Workers also preferred; Licensed Graduate Counselor or Psychologist.

SALARY RANGES: 29,036 - 40,643/year

JOB TITLE: **OLDER ADULT MENTAL HEALTH SPECIALIST** (see Older Adult Social Worker and Crisis Counselor. Also see Social Worker - Human Services)

DOT CODE: 195.107-010 GENERAL CATEGORY: Mental Health

JOB DESCRIPTION: Provides clinical assessment and individual, marital, family, and group counseling to older adults. Provides clinical case consultation to human service providers. Provides case management services as appropriate. Coordinates clinical services with other human service providers. Participates in the planning and development of programs which respond t the mental health needs of older adults. Assists in implementing a plan to provide mental health services to older adults. Provides mental health program consultation to human service agencies which serve the older adult. Develops and participates in consultation and education programs directed at staff, clients, and community. Assists in identifying older adults in needs of mental health services and makes referral to appropriate clinical services. Serves as liaison with other human service organizations who provide mental health services to older adults. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree; Graduate Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION: Licensed Independent Social Worker Required - a plus is also to be a member of the Academy of Certified Social Workers.

SALARY RANGES: 18,434 - 29,848/year

JOB TITLE: **OLDER ADULT SOCIAL WORKER** (see Older Adult Mental Health Specialist; also Social Worker - Human Services)

DOT CODE: 195.107-010 GENERAL CATEGORY: Mental Health

JOB DESCRIPTION: Provides direct service delivery including intake and evaluation, designing of treatment plans and the implementation of such plans through individual, group and family intervention techniques for older adult clients in the natural environment. Links clients needing case management services to the Options Program. As necessary, provides case management services to meet client needs. As necessary, provides case

management services to meet client needs. Makes appropriate referrals and monitors cases referred from one internal program to another or to programs within the community. Requests to another or to programs within the community. Requests psychological testing and psychiatric examination, when indicated, following assessment of clients. Assists in the planning and implementation of activities to include case, program and administrative consultation. Provides and participates in community mental health education program and activities. Participates in staff meetings and in supervisory conferences. Assists in supervision and training of lesser trained staff, students and volunteers as requested. Assists in research program as requested. Assists in the planning and implementation of models for the provision of mental health services to Older Adults. Participates on Quality Assurance Committees and/or special committees as requested. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's degree; Graduate Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION: LISW required with preference also for Academy of Certified Social Workers; or licensed graduate nurse or licensed graduate counselor, either with mental health background.

SALARY RANGES: $23,000 - 33,612

JOB TITLE: **CRISIS COUNSELOR** (see Older Adult Mental Health Specialist; also Social Worker and Information and Referral Coordinator and Assessor - Human Services

DOT CODE: 195.367-034 GENERAL CATEGORY: Mental Health

JOB DESCRIPTION: Provides evaluation and referral of clients as a prehospitalization screening function for appropriate placement in the last restrictive environment possible. Performs therapeutic and crisis intervention activities for clients and families on an outpatient basis, when appropriate. Coordinates referral and follow-up plans for outpatient clients. Records necessary data and completes all required reports appropriately. Provides case consultations and education internally and to other social service agencies as requested. Participates in program evaluation plans as requested. Keeps informed of current trends and is knowledgeable of Federal, State and local regulations in relation to crisis intervention. Participates in staff and program development by attending staff meetings, workshops and other meetings as requested. Cooperates with co-workers and supervisors to develop, implement and maintain quality assurance, utilization and peer review plans. Protects client's rights. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Graduate Degree

TRAINING SOURCES: University

LICENSURE OR CERTIFICATION: Licensed Independent Social Worker also with Academy of Certified Social Workers preferred; licensed graduate psychologist

SALARY RANGES: 24.13/hour equated with Social Worker

JOB TITLE: **CASE MANAGER** (see also positions of Crisis Counselor; Assessor; Care Manager and Case Manager - Human Services)

DOT CODE: 195.367-034 GENERAL CATEGORY: Mental Health

JOB DESCRIPTION: Provides initial intake assessment of clients new to the agency. Requests and schedules other necessary evaluations and assessments in order to identify client strengths and needs. Schedules and participates with the client in the development of an individual client comprehensive service plan. Writes up the plan and distributes to necessary participants. Monitors and coordinates the delivery of service outlined in the comprehensive service plan. Schedules service plan reviews on a regularly schedules basis and regularly documents progress in accordance with required record-keeping procedures. Available to the client to coordinate and assist in crisis intervention and stabilization during regularly schedules working hours and available for "after hours" emergencies in accordance with established agency Emergency Services on-call procedures. Assists the client in achieving the objectives in the service plan and maximizing independence and productivity through support and training in the use of personal and community resources. Assists in the development of formal and informal community support activities on behalf of agency clients. Assists in the development and/or increasing social support networks of relatives, friends, and volunteer organizations that mediate life stresses resulting from client's disability. Accompanies clients to activity sites and assists in daily living skills training as needed. Provides case management activities in community settings as appropriate to the needs of the client. Maintains relevant documentation and provides statistical reports in accordance with agency documentation standards. Attends regularly schedules staff and supervisory meetings. Responsible for being knowledgeable about client rights and procedures governing them. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College

LICENSURE OR CERTIFICATION: R.N. or L.S.W. required

SALARY RANGES: $18,000 - 24,000/year, equated with Case Manager - Human Services

JOB TITLE: **MENTAL RETARDATION AND DEVELOPMENT DISABILITIES CASE MANAGEMENT SPECIALIST** (see Mental Health Technician; also Specialist in Developmental Disabilities and Aging - Human Services)

DOT CODE: 079.374-026 GENERAL CATEGORY: Mental Health

JOB DESCRIPTION: Arranges for and assists mentally retarded and developmentally disabled clients in obtaining services (e.g., vocational, educational, financial, medical, psychological) & monitors services within group homes, developmental facilities and other agencies to ensure proper laws, rules and guidelines are followed, interviews clients and recommends client appropriateness for placement in community residential homes and assesses staff program and overall operation of residential facilities and group homes. Provides protective services for residents in caseloads who are at risk of real or suspected personal, physical and/or psychological injury, abuse, neglect or are in need of emergency food, shelter or medical attention; discusses diagnosis, treatment and educational programs with clients, parents, relatives and/or guardians. Prepares, writes and completes forms, reports, correspondence, case summaries, home reports and other related material; maintains and updates client files as required by licensure rules; assures timely completion of comprehensive client evaluations; assists in developing, updating and standardizing tools used to evaluate and monitor residential facilities when assigned. Participates in meetings related to assigned clients in order to advocate habilitation programs appropriate to client needs; consults with co-workers and other community and government agencies concerning client related problems. Speaks to associations and groups on needs of clients; addresses delivery of social, special or recreational activities. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: L.S.W. preferred

SALARY RANGES: $13,500 - 18,000/year equated with Specialist in Developmental Disabilities and Aging - Human Services

JOB TITLE: **MENTAL HEALTH TECHNICIAN** (see M.R. & D.D. Case Management Specialist; also, positions of Specialist in Developmental Disabilities and Aging, Social Worker Assistant and Social Service Aide - Human Services)

DOT CODE: 195.367-034 GENERAL CATEGORY: Mental Health

JOB DESCRIPTION: Provides case management services to individuals with histories of severe psychological disorders, including the areas of income/benefits, money management, housing, clothing, transportation, food/nutrition, medical/dental, medication, pre-vocational, vocational/volunteer, psychosocial activities, leisure/recreation and family interaction. Works actively at in-patient settings and is involved with hospital treatment team while client is hospitalized. Prepares or arranges disposition planning for hospitalized clients. Evaluates client's needs by interviewing, preparing social history, obtaining previous service reports and family input. Completes a strengths-based needs assessment and a case management treatment plan. Progress toward the goals of increased independence, community tenure, and productivity is constantly monitored and revisions made as needed. Assessment and treatment are formally reviewed at least every 90 days. Attends and participates in team reviews. Presents client progress/status reports, treatment plans, historical information, and any and all other management services by being actively involved in clients' environment, i.e., makes home visits, assists client in dealing with family and significant others, assists in gaining

access to agencies and services within and out of the mental health system. Serves as liaison for client to hospitals, agencies and families. Assists the client in increasing social support networks of relatives, friends, and volunteer organizations, if needed, accompany the client to activity sites. Prepared written documentation, monitors statistical information and processes information for billing and analyzes position performance expectations. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: If required may be variable dependent upon the specific skill desired such as speech and hearing, social work, therapeutic recreation.

SALARY RANGES: $10,000 - $13,000/year, equivalent to Social Work Assistant - Human Services. Note: This is a position where degree of agency responsibility could enhance this range.

JOB TITLE: **RESIDENTIAL CASE MANAGEMENT** (see also Companion and Social Service Aide - Human Services; Personal Attendant - Community Assistant; Senior Friend - Mental Health; Homemaker/Home Health Aide - Nursing).

DOT CODE: 309.677-010 GENERAL CATEGORY: Mental Health

JOB DESCRIPTION: Implements prescriptive programming on a on-to-one training basis. May assist in the formulation of the client's treatment plan. Makes observations and writes notes on process assessment in accordance with established agency procedures. Assists/trains individuals in daily living skills such as personal laundry skills, household skills, cooking, communication and social skills, recreation skills, personal and grocery shopping skills and hygiene and self-care skills. Work with case manager in obtaining and maintaining housing on behalf of clients. Monitors medications to ensure that proper dosages are taken at specified time intervals. Assists clients/residents in the proper use of their funds. Attends staff meetings as assigned. Attends in-service and orientation program sessions. Submits reports periodically to the Residential Coordinator/clients regarding general problems and concerns pertaining to residents and their living environment/community adjustment. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-Job; Vocational Education; Community/Technical College short term training

LICENSURE OR CERTIFICATION:

SALARY RANGES: $8.21/hour, related to Social Service Aide

JOB TITLE: **SENIOR FRIEND** (see Residential Case Management and Residential Aide/Case Management Aide; also, Companion - Human Services and Personal Attendant-Community Assistance)

DOT CODE: 355.377-014 GENERAL CATEGORY: Mental Health

JOB DESCRIPTION: Provides direct personal contact and case management to assigned consumers who are older adults with mental health problems. Consumers will be living in long-term care facilities, independently, group and foster homes and in some cases, psychiatric hospitals. Work with consumers to increase their socialization and daily living skills in order that maximum independence can be achieved. Share skills with consumers. Give personalized attention to consumers upon discharge from the psychiatric hospital to aid their adjustment to community life. Inform and consult with regularly, mental health and other health care providers and concerned others of immediate consumer needs. Direct consumer to geriatric and community resources as needed. Work with consumers to plan and encourage their involvement in social activities such as parties and picnics. Write activity reports describing their activities with consumers. Complete individualized team plans and Title XX updates on all consumers. Attend and participate in regularly scheduled staff and supervision meetings. Attend staff development sessions as required. Occasionally function as a consultant and educator to the community about the duties and functions of Senior Friends and the needs and desires of the older person. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-Job; Vocational Education and Community/Technical College and other sponsored short term training such as through an Area Agency on Aging

LICENSURE OR CERTIFICATION:

SALARY RANGES $5.00 - 7.00/hour

NURSING/PATIENT CARE

JOB TITLE: **DIRECTOR, NURSING SERVICE**

DOT CODE: 075.117-022 GENERAL CATEGORY: Nursing

JOB DESCRIPTION: Administers nursing program in hospital/nursing home to maintain standards of patient care, and advises medical staff, department heads, and administrator in matters related to nursing service. Recommends establishment or revision of policies and develops organizational structure and standards of performance. Interprets policies and objectives of nursing service to staff and community. Promotes good working relationships with community agencies and with other departments. Involved in preparation of departmental budget. Performs management functions, such as establishing personnel qualification requirements, drafting procedure manuals, initiating in-service programs, and installing record and reporting systems. Appoints professional and auxiliary nursing staff. Initiates studies to evaluate effectiveness of nursing services in relation to its objectives and cost. May participate in community health programs. May assist nursing schools with curricular problems. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Hospital: Bachelor's Degree or Graduate Degree. Nursing Home and Home Care: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Hospital; College, University; Nursing Home and Home Care: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: R.N. license required

SALARY RANGES:
Home Care: 23,924 - 41,017/year
Hospital*:
less than 100 beds;
26,772 - 62,000/year, mean 38,429/year
100 - 249 beds;
33,280 - 73,500/year, mean 46,902/year
250 and over beds;
26,000 - 94,000/year, mean 50,100/year
Nursing Home: 10.82 - 21.91/hour
Home Care: 23,924 - 41,017/year

* a) These equate with Chief Nursing Services Officer position which approximate Director of Nursing Home positions in Nursing homes and Home Care.
b) In this instance only because of the very sizeable salary variation affected by the size of the hospitals and undoubtedly other factors, it was decided to list the salaries by bed numbers.

JOB TITLE: **HOME HEALTH CARE DIRECTOR** (see Home Health Care Manager)

DOT CODE: 189.167-030 GENERAL CATEGORY: Nursing

JOB DESCRIPTION: Procures Home Care Division Service Provider applications. Recommends Home Care Service Providers. Establishes referral, billing, and reimbursement procedures for Home Care division programs. Serves as liaison with Ohio Department of Aging, Ohio Department of Health, Ohio Department of Human Services, County Department of

Human Services, service providers. Establishes policies and procedures, standards of care, operational systems and quality assurance standards and formal methods for evaluating compliance. Interprets, suggests, and develops revisions of program policies and procedures. Participates in staff program evaluations. Conducts regular conferences of service providers. Develops or assists in developing budgets and enrollment projections. Ensures timely and accurate submission of all required reports. May perform other duties as assigned.

Note: The responsibilities of a Home Health Care Director may be those assigned to Home Care Manager and/or Home Health Care Supervisor, depending upon the organization.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree; Graduate Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION: R.N. license required

SALARY RANGES: 23,924 - 41,017/year

JOB TITLE: **DIRECTOR, COMMUNITY-HEALTH NURSING**

DOT CODE: 075.117-014 GENERAL CATEGORY: Nursing

JOB DESCRIPTION: Administers nursing service in community health agency. Coordinates and evaluates nursing activities in agency to insure balanced and adequate program, and to formulate progressive program designed to meet changing needs of community. Directs collection, analysis, and interpretation of statistics significant to program planning and budget preparation. Prepares and submits budget estimates for nursing activities. Participates in establishing programs for guidance and professional development of nursing staff, and in establishing personnel policies, qualifications, and salaries. Recruits, selects, and assigns personnel to nursing services. Plans nursing consulting services. Participates in community planning concerning health and social welfare problems. Consults with advisory committee in establishment of medical policies of community health agency. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: R.N. license required

SALARY RANGES: 23,924-41,017/year equated with Home Health Care Director

JOB TITLE: **CLINICAL NURSE MANAGER**

DOT CODE: 075.127-026 GENERAL CATEGORY: Nursing

JOB DESCRIPTION: Has twenty-four hour responsibility and authority for coordinating and insuring quality care within specified geographic area and discipline specialty. Participates in developing goals, policies and procedures which enhance service delivery. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: R.N. license required

SALARY RANGES: 21,749 - 33,908/year

JOB TITLE: **HOME CARE MANAGER** (see Home Health Care Director and Home Health Care Supervisor)

DOT CODE: 075.117-014 GENERAL CATEGORY: Nursing

JOB DESCRIPTION: Develops policies, procedures, and practice of nursing and case management. Serves as liaison with Ohio Department of Aging, Ohio Department of Health, Ohio Department of Human Services, County Department of Human Services, service providers and other organizations regarding nursing and case management practices and problems. Develops orientation and training plans for supervisors and case managers. Participates in the development and implementation of quality assurance programs. Participates in evaluations. Conducts service provider meetings as needed to respond to specific issues or concerns. Assists in the establishment of policies and procedures, standards of care, operational systems and quality assurance standards and formal methods for evaluating compliance. May recruit and supervise direct care staff and implement a staffing schedule. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: R.N. license usually required

SALARY RANGES: 21,749 - 33,908/year

JOB TITLE: **PUBLIC HEALTH NURSE SUPERVISOR**

DOT CODE: 075.127-026 GENERAL CATEGORY: Nursing

JOB DESCRIPTION: Plans, organizes and supervises programs providing nursing service, delegates assignments as appropriate, evaluates existing programs at regular intervals and makes recommendations to implement changes as needed to provide optimum service. Assigns geographic area to individual staff nurses and periodically evaluates caseload distributions. Orients, instructs and confers with staff. Schedules orientation of student nurses in public health affiliation. Assists in staff education. Assists Director of Nursing in development and review of nursing policies, procedures, job descriptions and classifications. Utilizes a system of data collection to complete necessary statistical reports. Evaluates staff at specified intervals. Serves as coordinator between staff and administrative personnel, and staff and other agencies. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree; Graduate Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION: R.N. license required

SALARY RANGES: 23,924-41,017/year equated with Home Health Care Director

JOB TITLE: **CASE MANAGER**

DOT CODE: 195.367-034 GENERAL CATEGORY: Nursing

JOB DESCRIPTION: Implements and completes case management for assigned clients. Makes the initial assessment visit(s) to systematically assess and determine present and potential problems, needs and resources through observation, interviews and analysis of records. Establishes applicant's eligibility and determines the source of payment. Completes necessary documentation and follow-up. Initiates the treatment plan and all necessary revisions. Plans and regularly re-evaluates client care. Initiates appropriate referrals to other health disciplines and to other agencies for needed services(s). Completes all records, statistical forms and follows billing procedures in accordance with agency and departmental policy and procedures. Discharges clients according to agency policies. Coordinates and communicates service to maintain continuity of client care. Participates in developing and maintaining expected standards of quality client care, including record reviews. May participate in departmental, agency and community meetings. May participate in student education, agency personnel orientation and employee evaluation. Communicates with appropriate people the goals of the service plan. Maintains appropriate productivity standards. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: R.N. license required

SALARY RANGES: 9.61-12.80/hour Average = 10.20 (equated with charge nurse/RN)

JOB TITLE: **NURSE, GENERAL DUTY**

DOT CODE: 075.374-010 GENERAL CATEGORY: Nursing

JOB DESCRIPTION: Renders general nursing care. Administers prescribed medications and treatments in accordance with approved nursing techniques. Prepares equipment and aids physician during treatments and examinations of patients. Observes patient, records significant conditions and reactions, and notifies supervisor and/or physician of patient's condition and reaction to drugs, treatments, and significant incidents. Takes temperature, pulse, blood pressure, and other vital signs to detect deviations from normal and determine progress of patient. May prepare rooms, sterile instruments, equipment, and supplies and assist in surgical procedures. May serve as supervisor or director of nursing personnel rendering nursing care to number of patients/residents. May develop and oversee nursing care plans.

Nurse, Private Duty. Contracts independently to render nursing care, usually to one patient, in hospital, nursing home, or private home. May also provide this service as a staff member of an organization providing private duty services. Along with duties described in Nurse, General Duty, may apply independent emergency measures to counteract adverse patient developments, direct patient in good health habits, give information to family in treatment of patient and maintenance of healthful environment. May supervise diet when employed in private home.

Nurse, Community Health. Provides skilled nursing care in the home as ordered by the physician as well as an assessment of the needs of the client. Develops nursing care management plans and oversees their implementation. Supervises other nursing staff in implementing care plans.

All: May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: R.N. license required

SALARY RANGES: 8.59 -11.84/hour

JOB TITLE: **NURSE, LICENSED PRACTICAL**

DOT CODE: 079.374-014 GENERAL CATEGORY: Nursing

JOB DESCRIPTION: Cares for ill, injured, convalescent, and handicapped persons: Takes and records temperature, blood pressure, and pulse and respiration rate. Dresses wounds, gives enemas, douches, alcohol rubs, and massages. Applies compresses, ice bags, and hot water bottles. Observes patients and reports adverse reactions to medical personnel

in charge. May administer specified medications if properly trained and supervised, and note time and amount on patients' charts. Assembles and uses such equipment as catheters, tracheotomy tubes, and oxygen suppliers. Sterilizes equipment and supplies. Bathes, dresses, and assists patients in walking and turning. May make beds and answer patients' calls.

Community Health Licensed Practical Nurse. General duties of LPN, Community Health are same as those of LPN. Difference is in the on-the-job orientation.

All: May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: One year certificate

TRAINING SOURCES: Vocational Education; Community/Technical College training. A one year educational/training course

LICENSURE OR CERTIFICATION: Licensed as a practical nurse, L.P.N.

SALARY RANGES: 6.51 - 9.70/hour Average = 7.86

JOB TITLE: NURSE AIDE

DOT CODE: 355.674-014 GENERAL CATEGORY: Nursing

JOB DESCRIPTION: Assists in care of hospital/long-term care facility patients, under direction of nursing and medical staff. Answers signal lights and bells to determine patients' needs. Bathes, dresses, and undresses patients. Serves and collects food trays and feeds patients requiring help. Transports patients to treatment units, using wheelchair or wheeled carriage, and assists them to walk. Drapes patients for examinations and treatments, and remains with patients, performing such duties as holding instruments and adjusting lights. Changes bed linens. Takes and records temperature, pulse and respiration rates, and food and liquid intake and output, as directed. May apply compresses and hot water bottles. May clean, sterilize, store, prepare, and issue dressing packs, treatment trays, and other supplies. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Community/Technical College short term training; Short term training by hospitals, nursing homes, Nursing Home Area Training Centers - 75 hour approved training course

LICENSURE OR CERTIFICATION: Certification required

SALARY RANGES: 4.00 - 7.09/hour Average = 4.87

JOB TITLE: **CARDIAC TECHNICAL NURSE ASSISTANT**

DOT CODE: 355.674-014 GENERAL CATEGORY: Nursing

JOB DESCRIPTION: Duties of cardiac technical nurse assistant are the same listed for the nurse aide and home health aide positions (see special notation on nurse aide and home health aide positions below). Performs the following cardiac monitoring duties in addition to these general duties. Accurately identifies and documents patient's rhythm and arrhythmias. Relays data to appropriate personnel. Displays competent use of cardiac monitors.

Special notation on Nurse Aide (Nursing Assistant) and Home Health Aide Positions. The necessity of mastering the following list of skills within a three month period of employment has been determined. This is a master list covering the hospital, nursing home and home care. Thus, several of the skills may not be applicable for nursing home or home care:

Bathing; oral hygiene; shaving; catheter care; administers bedpan and urinal; bed-making; position of patients; assists with feeding and tray preparation; distribution of snacks, water, and food trays; completes admission, discharge, transfer of patients; transports patients; assists with comfort devices; prepares patients for examinations and procedures as directed and assists nurse and/or physician with same; measures temperature, pulse, respirations, and blood pressure; measures height and weight; performs guaiac procedure on stool and other drainage; collects urine, stool, sputum specimens, assists with pre and post operative patient care; performs post mortem care; measures intake and output; empties and measures contents of drainage containers; able to apply elastic hose, restraints, ace wraps, non-sterile compresses, ice packs, k pads, assists with sitz baths; performs accuChek - blood glucose monitoring, quality control procedure; performs tracheostomy care (as assigned by RN); tube feedings - change bags, add solution, monitor infusion; suctioning; performs skin/wound care regimen; performs simple dressings; monitors and documents patient activity during suicide precautions; performs urinary catheterization for straight cath or foley insertion; uses equipment properly; uses proper body mechanics; uses siderails, restraints, and other patient safety equipment appropriately; follows infection control policies. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Nursing Home Area Training Centers; Nursing Homes; Hospital; American Red Cross; Vocational Education

LICENSURE OR CERTIFICATION: Nurse Aide certification required; CPR certification required

SALARY RANGES: 4.00 - 7.09/hour (equated with Nurse Aide; however, salary will increase with increased duties).

JOB TITLE: **HOME HEALTH AIDE SUPERVISOR** (see Home Care Manager).

DOT CODE: 075.124-014 GENERAL CATEGORY: Nursing

JOB DESCRIPTION: Supervises Aide staff to ensure quality home care aide service is provided and to maximize the efficient use of resources to meet client needs. Basic elements within the Home Care Manager are referenced here. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate's Degree; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College; University

LICENSURE OR CERTIFICATION: R.N. license required

SALARY RANGES: 17,483 - 27,245/year

JOB TITLE: **SERVICE COORDINATOR**

DOT CODE: 215.367-022 GENERAL CATEGORY: Nursing

JOB DESCRIPTION: Assigns Homemaker/Home Health Aide in districts/region as delegated by the Scheduling Supervisor. Records monthly schedules for each Homemaker/Home Health Aide in assigned districts/region. Attends district/regional meetings when possible. Completes monthly status on assignments. Records daily intake on assignment sheets in assigned districts/region. Verifies and computes Homemaker/Home Health Aide time sheets in assigned districts/region. Maintains communication with primary care giver as delegated. Assists with special projects or assignments as needed. Arranges for on-call Homemaker/Home Health Aide with approved agencies and maintains statistics of hours used. These duties may be done by supervisor in smaller and rural areas. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Community/Technical College short term training

LICENSURE OR CERTIFICATION: Nurse Aide/Home Health Aide certification preferred depending upon duties

SALARY RANGES: 8,753 - 12,315/year (Level I)

JOB TITLE: **HOME HEALTH AIDE**

DOT CODE: 354.377-014 GENERAL CATEGORY: Nursing

JOB DESCRIPTION: Attends to the following areas of care: (1) Personal Care such as: Assists client with bathing, grooming, dressing, oral hygiene, hair care, foot care, skin care and shaving. Assists informal caregivers with complete bath; (2) Mobility such as: Assists with

turning and positioning client, transfers from bed to chair, bedside, commode and toilet. Assists with ambulation; (3) Elimination such as: Assists with bedpan, bedside commode, urinal and toilet as well as the measurement of input and output; (4) Nutrition such as: Plans and prepares meals, feed client, record weight: and (5) Incidental homemaking, such as: Changes bed linens when already in the home for home health aide service. May perform the following intermediate duties under supervision or upon demonstration of satisfactory performance: May soak foot for clients with neurologic or circulatory impairments. May cut nails except for those of diabetics or clients taking anticoagulants. May carry out activities under a specific rehabilitative program: ambulation, hand strengthening, homemaking skills. May aid in active and passive range of motion exercises to abnormal joints specific to the client's condition or tolerance. May act upon special circumstances involved with cleansing or positioning of a urinary catheter or emptying indwelling catheter drainage bag. May administer glycerin suppositories. May assist in bowel and bladder training. May assist with the application of ostomy appliances and ostomy irrigations under specified circumstances. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Nursing Home Area Training Centers; Community/Technical College short term training

LICENSURE OR CERTIFICATION: Nurse Aide certification preferred and increasingly required

SALARY RANGES: 4.00 - 7.09/hour Average=4.87

JOB TITLE: **HOMEMAKER/HEALTH AIDE** (see Home Health Aide; also Homemaker/Community Assistance).

DOT CODE: 354.377-014 GENERAL CATEGORY: Nursing

JOB DESCRIPTION: Performs simple household tasks including, but not limited to dusting, vacuuming, washing floors, cleaning bathroom, changing linens, laundry, window-washing. Assists with personal care, such as hair washing, bathing, dressing, etc. Keeps a daily work sheet to verify work schedule and mileage. May perform other duties or tasks which the client is unable to perform in order to maintain his/her own home. May perform other duties as assigned. (see also Home Health Aide and Homemaker).

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Nursing Home Area Training Centers; Community/Technical College short term training

LICENSURE OR CERTIFICATION: Nurse Aide certification preferred and increasingly required

SALARY RANGES: 4.00 - 7.09/hour Average=4.87 (equated with Home Health Aide)

JOB TITLE: **PERSONAL CARE ATTENDANT** (see also Companion/Sitter under Human Services).

DOT CODE: 309.674-014 GENERAL CATEGORY: Nursing

JOB DESCRIPTION: All of the duties listed under home health aide EXCEPT for the intermediate duties. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Nursing Home Area Training Centers; Community/Technical College short term training

LICENSURE OR CERTIFICATION: Nurse Aide/Home Health Aide certification preferred but not required

SALARY RANGES: 4.00 - 7.09/hour Average = 4.87 (equated with Home Health Aide)

NUTRITION

JOB TITLE: **NUTRITION COORDINATOR**

DOT CODE: 189.167-030 GENERAL CATEGORY: Nutrition

JOB DESCRIPTION: Monitors program performance of contract agencies. Conducts annual assessments of service contract implementation. Provides technical assistance to contract agencies, shared homes, senior centers and other elderly service organizations. Insures that nutrition programs for the elderly meet applicable service standards, policies, and procedures. Coordinates nutrition education programs at congregate nutrition sites. Plans menus, coordinates with caterers and obtains input from nutrition providers as well as program participants. Assists in developing quality assurance standards. Relates to ODA nutrition staff and local nutrition programs for the elderly. Recommends improvements in nutrition program implementation including consolidated catering bids. May participate in nutritional assessments of home clients and provides technical assistance to case management staff in evaluating nutritional needs. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree; Graduate Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION: Dietician License required

SALARY RANGES: 21,000 - 27,300/year

JOB TITLE: **ASSISTANT NUTRITION COORDINATOR**

DOT CODE: 189.167-030 GENERAL CATEGORY: Nutrition

JOB DESCRIPTION: Assists in development of the area plan for nutrition services. Provides staff support for the nutrition Council. Coordinates work of the dietitian. Performs on-site visits. Participates in review of nutrition services proposals. Plans and schedules site managers meetings. Involved in the development of nutrition training curriculum for nutrition service workers as well as site managers manual. Keeps current nutrition policies May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Associate Arts; Bachelor's Degree

TRAINING SOURCES: Community/Technical College; College University

LICENSURE OR CERTIFICATION: Dietician License preferred; other related certification considered an asset

SALARY RANGES: Based on the ranges made available for Nutrition Coordinator.

JOB TITLE: **DIETICIAN**

DOT CODE: 077.117-010 GENERAL CATEGORY: Nutrition

JOB DESCRIPTION: Plans and directs preparation and service of meals and or diets prescribed by physician. Formulates menus based on assessment of individual needs. Evaluates nutritional care and provides follow-up continuity of care. May direct activities of institution department providing food service. May establish policies and procedures and provide administrative direction for menu formulation, food preparation and service, purchasing, sanitation standards., safe practices and personnel utilization. May direct agency or departmental educational programs. May also act as a consultant, teacher and researcher. May perform other duties as assigned.

Types Include: Chief Dietician
Clinical Dietician
Community Dietician
Consultant Dietician

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING: Bachelor's Degree; Graduate Degree

TRAINING SOURCES: College; University

LICENSURE OR CERTIFICATION: Dietician License required

SALARY RANGES: 12.30 - 25.00/hour; average = 12.46

JOB TITLE: **SITE MANAGER/SITE COORDINATOR**

DOT CODE: 319.137-030 GENERAL CATEGORY: Nutrition

JOB DESCRIPTION: Supervises site staff and volunteer duties. Prepares sign up sheets and reservations in advance. Notifies food supplier of number of meals for next day. Collects donation monies received, counts and deposits money in the bank. Tabulates statistics daily for monthly site report. Tabulates participant cards for quarterly report. Supervises table settings, and may serve plates. Supervises clean up. Works with outreach new participants, follow-up on drop out participants, home delivered meal recipients. Arranges for recreation and nutrition education program. Meets requests of participants for information and referral, counselling, shopping assistance, and transportation through referrals. May perform other duties as assigned.

Site Coordinator. Same duties, but for more than one site.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Community College short term training; Area Agency on Aging sponsored short term training

LICENSURE OR CERTIFICATION:

SALARY RANGES: Site Manager: 4.20 - 5.62/hr.
Site Coordinator: 4.63 - 6.20/hr.

JOB TITLE: **NUTRITION TRANSPORTATION SUPERVISOR** (See also Transportation Coordinator, Transportation Coordinator/Receptionist/Typist, and Transportation Dispatcher/Scheduler - Transportation; also Business Manager - Administration).

DOT CODE: 187.167-206 GENERAL CATEGORY: Nutrition

JOB DESCRIPTION: Supervises the operation of the Nutrition Transportation program and its staff. Tabulates monthly, quarterly and annual reports on vehicle use. Responsible for vehicle preventative and on-going maintenance. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Community / Technical College short term training; Area Agency on Aging sponsored short term training

LICENSURE OR CERTIFICATION:

SALARY RANGES: 17,560 - 29,250/year equated with Transportation Dispatcher/Scheduler - Transportation. Raqnge may vaqry dependent upon agency structure and degree of responsibility.

JOB TITLE: **OFFICE AIDE** (see also Receptionist - Administration)

DOT CODE: 209.562-010 GENERAL CATEGORY: Nutrition

JOB DESCRIPTION: Keeps weekly and monthly record of meals delivered. Records and keeps sign up sheets, answers telephone and takes reservations and cancellations. Cross references meal record and caterer invoices. Assists with answering telephone and refers calls as appropriate. May also have nutrition transportation responsibilities. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education

LICENSURE OR CERTIFICATION:

SALARY RANGES: 12,000 - 15,600/year related to Receptionist - Administration)

JOB TITLE: **DIETETIC TECHNICIAN**

DOT CODE: 077.121-010 GENERAL CATEGORY: Nutrition

JOB DESCRIPTION: Provides services in assigned areas of food service management, teaches principles of food and nutrition, and provides dietary counseling, under the direction of a dietitian. Plans meals based on established guidelines. Standardizes recipes and tests the products for operational use. Assists in implementing established cost control procedures. Obtains and evaluates dietary histories of individuals to plan nutritional programs. Guides individuals and families in food selection, preparation, and menu planning, based upon nutritional needs. Assists in referrals for continuity of care. May supervise food production and service. May conduct orientation and in-service educational programs. May develop job specifications, job descriptions. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Community/Technical College short term training

LICENSURE OR CERTIFICATION: Certification required

SALARY RANGES: 6.50 - 9.93/hour; average = 8.40 equated with Food Service Supervisor

JOB TITLE: **DIETARY MANAGER/FOOD SERVICE MANAGER**

DOT CODE: 187.167-214 GENERAL CATEGORY: Nutrition

JOB DESCRIPTION: Provides high quality, cost-effective food service. Generates a maximum profit consistent with the contract and goals. Maintains good public relations with the client, the patient, the food service customer, and the community. Supervises, directs and schedules the activities of unit food service personnel. Maintains a sanitary and safe operation in accordance with federal, state, and local regulations. Purchases all food and non-food supplies in accordance with policies and specifications. Maintains accurate and timely accounting and financial records. Prepares and monitors unit operating budgets. Establishes employee training and development programs consistent with group operating policies and procedures. Develops, in conjunction with the Dietitian, nutritionally balanced, attractive menus meeting the needs of clients and state, federal, and local regulations. Interviews hires and fires unit employees according to group standards and procedures and all federal, state, and local regulations. Establishes communication channels with residents, customers, and client management. Coordinates and integrates clinical and administrative aspects of dietetics to provide quality nutritional care. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Community/Technical College short term training, Nursing Home Area Training Centers short term training

LICENSURE OR CERTIFICATION: Certification usually required, dependent upon the type of agency/organization.

SALARY RANGES: 6.50 - 9.93/hour; average = 8.40

JOB TITLE: **DIETARY AIDE/FOOD SERVICE AIDE**

DOT CODE: 355.677-010 GENERAL CATEGORY: Nutrition

JOB DESCRIPTION: Prepares and delivers food trays to clients/patients, performing any combination of following duties on tray line: Reads production orders on color-coded menu cards on trays to determine appropriate items to place on tray. Places items such as silver, fruit juice, sugar, cream, milk, and butter on trays. Fills bottles with coffee and apportions food servings according to diet list on menu card. Places servings in blender to make foods for soft or liquid diets. Examines filled tray for completeness and places on cart or dumbwaiter. Pushes carts to halls or ward kitchens. Serves trays. Collects and stacks dirty dishes on cart and returns cart to kitchen. Washes dishes and cleans work area, tables, cabinets, and ovens. Collects and places garbage and trash in designated containers. May record amounts and types of special food items served to clients/patients. May be designated according to type of food trays prepared, or duty on tray line. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education

LICENSURE OR CERTIFICATION:

SALARY RANGES: 4.07 - 9.17/hour; average = 5.62

JOB TITLE: **CHEF**

DOT CODE: 315.361-010 GENERAL CATEGORY: Nutrition

JOB DESCRIPTION: Prepares and may serve meals. Writes menus, orders and receives supplies and food, and prepares meals. May help write and complies with policies and procedures according to stated guidelines. May supervise dietary employees and be involved with training, hiring, disciplinary actions, terminations, etc. Coordinates and prepares all special events requiring food service responsibilities. Maintains and keeps accurate records of inventory and production sheets. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: Designated chef trade school

LICENSURE OR CERTIFICATION: Chef

SALARY RANGES: 26,000 - 32,000/year

JOB TITLE: COOK

DOT CODE: 315.371-010 GENERAL CATEGORY: Nutrition

JOB DESCRIPTION: Assembles and prepares all necessary items for the meal for residents, patients, guests, and staff as indicated on production schedule. Follows all cleaning schedules as assigned. Maintains quality assurance standards. Notifies supervisor of food ar supplies which may be needed. May call in replacement personnel if call-offs occur in absence of supervisor. Secures storeroom and coolers at end of shift. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job, Vocational Education

LICENSURE OR CERTIFICATION:

SALARY RANGES: 4.82 - 9.17/hour; average = 5.62

JOB TITLE: **JANITOR AND CLEANER** (See Chore Worker and Home Maintenance Worker - Community Assistance).

DOT CODE: 301.687-010 GENERAL CATEGORY: Nutrition

JOB DESCRIPTION: Performs light and heavy cleaning, operates varied equipment for cleaning and minor repairs. Performs tasks such as cleaning windows, lifting heavy furniture, heavy housekeeping such as carpets, rugs and varied other types of floors. Special reference is made here for kitchen floors, sanitizing equipment, preventive maintenance, cleaning all portions of a dietary area and acceptable means of trash and garbage removal. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the job; Vocational Education; Community/Technical College and State agencies' short term training.

LICENSURE OR CERTIFICATION:

SALARY RANGES: 8,753 - 12,315/year equated with Homemaker.

JOB TITLE: **TRANSPORTATION COORDINATOR** (see Transportation Coordinator - Nutrition; also Business Manager - Administration)

DOT CODE: 184.167-266 GENERAL CATEGORY: Transport

JOB DESCRIPTION: Prepares trip sheets to assure the best available service in the most economical fashion. Assures accurate completion of trip sheets by drivers. Monitors, analyzes, and reviews service. Keeps maintenance and repair records on each vehicle; schedules service, as needed. Takes reservations daily from which trip sheets are prepared. Monitors drivers and dispatches and maintains en route contact with drivers. Prepares and maintains client information file. Prepares monthly and quarterly reports. In absence of receptionist, takes all incoming calls, directs to appropriate individual. Keeps written records of any unusual incidents relating to passengers, or use of agency vehicles. May be required to act as driver, when necessary. Provides/arranges for initial orientation of new drivers. Schedules volunteer drivers and escorts. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Ohio Department of Transportation; Community/Technical College and Area Agency on Aging approved short term training

LICENSURE OR CERTIFICATION: Valid drivers license

SALARY RANGES: 23,500 - 39,200/year Range may vary dependent upon type of agency and degree of responsibility.

JOB TITLE: **TRANSPORTATION COORDINATOR/RECEPTIONIST/TYPIST** (see Transportation Coordinator)

DOT CODE: 237.367-038 GENERAL CATEGORY: Transport

JOB DESCRIPTION: Maintains accurate client files and other records as needed. Assumes responsibility for operation/maintenance requirements relating to vehicles. Handles transportation problems related to Drivers/Clients. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Ohio Department of Transportation; Community/Technical College and Area Agency on Aging sponsored short term training; Business College

LICENSURE OR CERTIFICATION:

SALARY RANGES: 13,600 - 22,620/year. Range may vary with type of agency and degree of responsibility.

JOB TITLE: **TRANSPORTATION DISPATCHER/SCHEDULER** (see Transportation Coordinator).

DOT CODE: 249.167-014 GENERAL CATEGORY: Transport

JOB DESCRIPTION: Answers all in-coming telephone calls, referring calls to proper service providers. Operates communication unit, dispatching agency vehicles. Receives clients coming into the office. Answers all incoming phone calls and routes them to the appropriate staff person. Receives transportation calls and schedules rides. Monitors C-B radio and dispatch drivers in most feasible patterns to save time and mileage. Maintains records of rides and mileage as reported by drivers. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Ohio Department of Transportation

LICENSURE OR CERTIFICATION: Valid drivers license

SALARY RANGES: 17,560 - 29,250/year Range may vary dependent upon type of agency and degree of responsibility.

JOB TITLE: **DRIVER**

DOT CODE: 913.463-010 GENERAL CATEGORY: Transport

JOB DESCRIPTION: Transports passengers to and/or from scheduled destination. Provides daily vehicle servicing (gas, oil, etc.); checks and schedules routine preventive maintenance. Keeps vehicle clean. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Ohio Department of Transportation

LICENSURE OR CERTIFICATION: Valid driver's license; Chauffeur license under select circumstances. For many agencies this is a volunteer position.

SALARY RANGES: 13.00/hour union wage. Rate may vary dependent upon type of agency.

JOB TITLE: **DRIVER/ESCORT** (See also Driver and/or Escort).

DOT CODE: 913.463-010 GENERAL CATEGORY: Transport

JOB DESCRIPTION: Drives a vehicle to scheduled locations, following the schedule provided by the agency; changes must be cleared with transportation coordinator. Assist participants in and out of the vehicle. Assists participants with packages and/or groceries. Reports on operation/maintenance requirements to the transportation coordinator. Keeps a log relating to work performed and of any unusual incidents occurring in relation to the use of the vehicle. May pick up and deliver food to an assigned meal site. May deliver home delivered meals. Maintains a clean and orderly vehicle. Attends to the comfort of each participant while he/she is in the vehicle. Reports any new needs of clients to supervisor. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Ohio Department of Aging; Area Agency on Aging sponsored short term training

LICENSURE OR CERTIFICATION: Valid drivers license

SALARY RANGES: 13.00/hour equated with Driver. For many agencies this is a volunteer position. Rate may vary dependent upon type of agency.

JOB TITLE: **ESCORT**

DOT CODE: 359.573-010 GENERAL CATEGORY: Transport

JOB DESCRIPTION: Assists driver on vehicles to scheduled locations, on schedule to be provided by agency. Assists riders on and off vehicles, into their homes and/or destinations. Assists riders with packages and grocery bags and any and all other parcels and equipment they may have. Assists clients with shopping and other necessary tasks to enable them to complete their trips. Keeps records relating to work performed. Keeps records of any unusual incidents occurring in relation to escort service and reports these incidents to transportation coordinator. May perform other duties as assigned.

TRAINING/EDUCATIONAL REQUIREMENTS:

PARALLEL TRAINING:

TRAINING SOURCES: On-the-job; Vocational Education; Area Agency on Aging sponsored short term training

LICENSURE OR CERTIFICATION: Valid driver's license if driving is an emergency duty

SALARY RANGES: 13.00/hour equated with Driver. For many agencies this is a volunteer position. Rate may vary dependent upon type of agency.

V. ELDERCARE WORKER TRAINING

The JTPA Eldercare Worker Training Study Task Force felt it important to document available training resources for entry level eldercare positions. To this end, secondary school continuing education departments, community colleges, select proprietary schools, and Ohio's eight Nursing Home Area Training Centers were surveyed to determine current training programs. The survey instrument is included in Appendix D. Ohio's twelve Area Agencies on Aging training plans were also examined for training relevant to entry level eldercare positions. A unique feature the Area Agency on Aging Training Plan is the collaborative development and review of the plan between the Area Agency and Ohio Network of Educational Consultants (ONECA) representatives. ONECA serves as a technical advisory body to the Ohio Department of Aging and the Area Agencies on Aging in the matters of training and education and is comprised of representatives of Ohio's institutions of higher learning.

Secondary School Continuing Education, Community College and Select Proprietary School Survey

This information represents data collected in the Spring of 1990. Appendix E contains a listing of institutions who were surveyed. Users of this information should be aware that institutions change curricula. Moreover, no attempt has been made on this JTPA Eldercare Worker Training Study Final Report to interpret the data provided by these institutions. Therefore, the reader should contact local educational institutions for additional information. Also, many institutions of higher education are reported in the

separate Ohio Network of Educational Consultants in the Field of Aging report, Directory of Institutions of Higher Education in Ohio offering Formalized Instruction in Gerontology, authored by Lee Slivinske. This report is available through the Ohio Department of Aging Resource Center.

Several generalizations can be made from the respondents' information. These include:

- There is a significant variance in content required within similar programs. For example, the range for nurse aide is 75 to 1400 hours and home health aide is 10 to 1620 hours. It is thought that the large number of hours in the example includes other coursework besides that considered specific to only the nurses aide or home health aide.
- Many occupations do not have an accompanying program of instruction.
- Health occupations tend to be more formalized and developed than other service positions.
- Significant programs have no aging content: for example, cooks, dietary aide, transportation, and physical therapy.
- Distribution of training is not "even" statewide.

		Program is Offered	Program is in Planning Stages	Number of Contact Hours	Program has Aging Content	How often Program is Offered
1.	Nurse Aide--Totals	37	9			
	Ashland Co.-West Holmes JVSD			100	Yes	Yearly
	Auburn Career Center			80	Yes	4/yearly
	Belmont Career Center (High School)			75	Yes	Yearly
	Belmont Career Center (Adult Ed.)			100	Yes	5 weeks
	Butler County JVSD			75	Yes	Monthly
	Canton City Schools			1400	Yes	Yearly
	Centerville High School		Planning Stages			
	Cincinnati Public Schools			360	Yes	Daily
	Clark State Community College			75	Yes	4/year
	Cleveland Institute of Dental-Medical Asst. Inc.			680	Yes	4/year
	Columbiana County Career Center		Planning Stages			
	Cuyahoga Community College			100	Yes	2x/Quarter (as needed)

	Program is Offered	Program is in Planning Stages	Number of Contact Hours	Program has Aging Content	How often Program is Offered
1. Nurse Aide (cont.)					
Dayton Public Schools- Adult and Continuing Ed.			250	Yes	2-3 year
East Cleveland City Schools			75	Yes	Yearly
Edison State Community College		Planning Stages			
Ehne Career Center				Yes	Yearly
Fairfield Career Center (Adult Ed.)			80	Yes	Monthly
Four County Vocational Schools			6hr/day	Yes	Yearly
Gallia-Jackson-Vinton JVSD			300	1-2/year	
Great Oaks JVSD		Planning Stages			
Greene County Career Center			180	Yes	3/year
Jefferson Technical College		Planning Stages	75+	Yes	
Lakewood City Schools			3-1/2 daily	Yes	Daily
Lancaster City School District			807		Annually
Lawrence County Vocational School					Yearly
Licking County JVS				Yes	Yearly
Madison Adult			125	Yes	4-6
Maplewood Area JVS			720 (sr)	Yes	Yearly
			540 (jr)	Yes	Yearly
Mid East Ohio Vocational School		Planning Stages	100	Yes	3/year
Montgomery Co. JVSD			180		3 qtrs
Morgan Schools					
North Central Technical College			80	Yes	Monthly
Pioneer Joint Vocational School		Planning Stages	200		2
Polaris Career Center			90	Yes	Every 8-11 wks
Vern Riffe Joint Vocational School				Yes	Need
Southern Hills JVSD (Adult Ed.)					
Springfield Clark JVSD		Planning Stages	75	Yes	
Stark Technical College			78	Yes	Twice so far
Toledo Public Schools			120	Yes	
Upper Valley JVS			90	Yes	Quarterly
Vanguard Sentinel JVSD			75	Yes	8/year
Vantage Vocational School			80	Yes	Monthly
Warren City Schools			180	Yes	As Needed
Washington County Career Center			1380	Yes	Yearly
Wayne County JVSD (Adult Ed.)			75	Yes	As Needed
Wooster Business College		Planning Stages			
2. Home Health Aide--Totals	20	4			
Ashland Co.-West Holmes JVSD			50	Yes	Yearly
Auburn Career Center			80	Yes	4/year
Belmont Career Center (High School)			120	Yes	Yearly
Belmont Career Center (Adult Ed.)			100	Yes	5 weeks
Cleveland Institute of Dental-Medical Assist., Inc.			680	Yes	4/year
Dayton Public Schools- Adult and Continuing Ed.			140	Yes	2-3/year

		Program is Offered	Program is in Planning Stages	Number of Contact Hours	Program has Aging Content	How often Program is Offered
2.	Home Health Aide (cont.)					
	East Cleveland City Schools			60	Yes	Yearly
	Findlay City Schools			Year course		Annual
	Greene County Career Center			10	Yes	3/year
	Jefferson Technical College		Planning Stages			
	Lawrence County Vocational School					Yearly
	Maplewood Area JVS			720 (sr)	Yes	Yearly
	Morgan Schools					
	North Central Technical College		Planning Stages	??	Yes	
	Pioneer Joint Vocational School		Planning Stages	200	Yes	2
	Southern Hills JVSD (High School)					
	Stautzenberger College-Secor Rd.			20/wk	Yes	Weekly
	Toledo Public Schools			120	Yes	
	Upper Valley JVS			90	Yes	Quarterly
	Vantage Vocational School			10	Yes	Yearly
	Warren City Schools			180	Yes	As needed
	Washington County Career Center			130	Yes	Yearly
	Wayne County JVSD (Adult Ed.)			130	Yes	As needed
	Wooster Business College		Planning Stages			
	(combination of above)	2				
	Fairfield Career Center (High School)			1620	Yes	Yearly/2yr prog
	Pickaway-Ross Vocational Center			325	Yes	3/yearly
3.	Personal Care Aide--Total	9				
	Ashland Co.-West Holmes JVSD			50	Yes	Yearly
	Belmont Career Center (High School)			50	Yes	Yearly
	East Cleveland City Schools			15	Yes	Yearly
	Lakewood City Schools			3-1/2/daily	Yes	Daily
	Lawrence County Vocational School					Yearly
	Maplewood Area JVS			720 (sr.)	Yes	Yearly
	Morgan Schools					
	Southern Hills JVSD (High School)					
	Vantage Vocational School			75	Yes	Yearly
4.	Dietary Aide--Totals	9	4			
	Belmont Career Center (High School)			50	Yes	Yearly
	Centerville High School		Planning Stages			
	Cincinnati Public Schools			900	Yes	Daily
	Columbus State Community College			99credits		Annually
	Cuyahoga Community College		(Dietary Tech)	2 yr. deg.	Yes	Yearly
	East Cleveland City Schools			30	Yes	Yearly
	Edison State Community College		Planning Stages			
	Lakewood City Schools			3-1/2/daily	Yes	Daily
	Lancaster City School District		Planning Stages	807		Annually

		Program is Offered	Program is in Planning Stages	Number of Contact Hours	Program has Aging Content	How often Program is Offered
4.	Dietary Aide (cont.)					
	Lawrence County Vocational School					Yearly
	North Central Technical College		Planning Stages			
	The Ohio State Univ. at Lima			Various	Sometimes	Various
	Youngstown State University					
5.	Cooks/Food Preparers--Totals	17	2			
	Centerville High School		Planning Stages			
	Cincinnati Public Schools			900	Yes	Daily
	Columbiana County					
	Career Center (High School)			2 yr. prog.		
	Cuyahoga Community College			2 yr.deg.	No	Yearly
	Cuyahoga Valley JVSD					
	(High School & Adult)			540	2yr prog.	
	Findlay City Schools			Year course		Annual
	Four County Vocational School			6hr/day		Yearly
	Lancaster City School District			807		Annually
	Lawrence County Vocational School					Yearly
	Licking County JVS					Yearly
	Maplewood Area JVS			720		Yearly
	North Central Technical College			20		Quarterly
	Southern Hills JVSD (High School)		Planning Stages			
	Switzerland of Ohio Local Schools			3hrs/day	Yes	Yearly
	University of Toledo			97		
	Upper Valley JVS			540	Yes	September
	Vantage Vocational School					Quarterly
	Washington County Career Center			1380	Yes	Yearly
	Wayne County JVSD (High School)			720		Daily
6.	Cleaning/Janitorial--Totals	11	3			
	Belmont Career Center (High School)			500	Yes	Yearly
	Belmont Career Center (Adult Ed.)			900	Yes	Yearly
	Centerville High School		Planning Stages			
	Cincinnati Public Schools			360		Daily
	Findlay City Schools			Year course		Annual
	Four County Vocational School			6hr/day		Yearly
	Lakewood City Schools			3-1/2/day	Yes	Daily
	Lancaster City School District			625		Annually
	Madison Adult			300	Yes	2-4
	Maplewood Area JVS			360		Yearly
	MidEast Ohio Vocational School		Planning stages	240		2/year
	North Central Technical College			6-12 hr		Quarterly
	Upper Valley JVS			540	Yes	Quarterly
	Vantage Vocational School		Planning Stages			

		Program is Offered	Program is in Planning Stages	Number of Contact Hours	Program has Aging Content	How often Program is Offered
7.	Resident Activity Coordinator--Totals	13	1			
	The University of Akron-Wayne College			8 cr.hrs.	Yes	Annually
	Belmont Career Center (Adult Ed.)			36	Yes	2/year
	Bowling Green State University			122sh		Regularly
	Clark State Community College			36	Yes	3/year
	Cuyahoga Community College			36	Yes	2x/year
	Edison State Community College			20	Yes	18/yr
	Lakeland Community College			40	Yes	2/year
	Lawrence County Vocational School					Yearly
	North Central Technical College			2yr degree		
	The Ohio State Univ. at Lima			36	Yes	Yearly
	Shawnee State University			Cont. Ed.		
	Southern Hills JVSD (High School)					
	Stark Technical College			16	Yes	Twice so far
	Vantage Vocational School		Planning Stages			
8.	Recreation Therapist--Total	5				
	Lawrence County Vocational School					Yearly
	North Central Technical College			Assoc. Deg. 110 credit hours		
	Ohio University-Athens			192	Yes	Yearly
	Shawnee State University			Cont. Ed.		
	Southern Hills JVSD (High School)					
9.	Activity Aide--Totals	9	1			
	The University of Akron-Wayne College			32 cr.hrs	Yes	Annually
	Belmont Career Center (H.S.)			40	Yes	Yearly
	Centerville High School		Planning Stages			
	East Cleveland City Schools			30	Yes	Yearly
	Edison State Community College			36	Yes	18/year
	Fairfield Career Center (H.S.)			1620	Yes	Yearly/2yrprog
	Lakewood City Schools			3-1/2/day	Yes	Daily
	Lawrence County Vocational School					Yearly
	Shawnee State University			Cont. Ed.		
	Sinclair Community College			33		Quarterly

		Program is Offered	Program is in Planning Stages	Number of Contact Hours	Program has Aging Content	How often Program is Offered
10.	Seniors Transportation Worker--Totals					
	a. Driver	1				
	Belmont Career Center (Adult Ed.)			CDL req.		Weekly
	b. Driver's Aide	0				
11.	Train-the-Trainer--Totals	9	1			
	Clark State Community College (nurse aide)			28	Yes	2/year
	Licking County JVS				Yes	
	Montgomery Co. JVSD			20		3 quarters
	North Central Technical College			32	Yes	Monthly
	The Ohio State Univ. at Lima			2-1/2 days		As requested
	The Ohio State Univ. at Marion			Planning Stages		
	Ohio University--Chillicothe					
	Pickaway-Ross Vocational Center					Upon request
	Pioneer Joint Vocational School			36		1
	Upper Valley JVS					When needed
12.	Home Maintenance Supervisor--Totals	4	2			
	Belmont Career Center (H.S.)			2 yr.	Yes	Yearly
	Columbiana County Career Center (Adult Ed.)			900 (part of Industrial maintenance)		
	Mahoning County JVS			600	Yes	3 per year
	Mansfield City Schools		Planning Stages	48		Yearly
	North Central Technical College		Planning Stages			
	Stautzenberger College-Secor Road			Part of Building Maintenance Prog.		
13.	Chore Worker--Total	1				
	Belmont Career Center (H.S.)			50	Yes	Yearly

		Program is Offered	Program is in Planning Stages	Number of Contact Hours	Program has Aging Content	How often Program is Offered
14.	Home Maintenance--Totals	8	3			
	Belmont Career Center (H.S.)			2 years	Yes	Yearly
	Belmont Career Center (Adult Ed.)			900	Yes	Yearly
	Lakewood City Schools		Planning Stages			
	Mahoning County JVS			600		3/year
	Mid East Ohio Vocational School			16	Yes	2/yr
	North Central Technical College		Planning Stages			
	Pioneer Joint Vocational School			Seminar	Yes	Continual
	Polaris Career Center		Planning Stages			
	South-Western City Schools			675	No	Yearly
	Stautzenberger College-Secor Road			Part of building maintenance prog.		
	Upper Valley JVS			540	Yes	Quarterly
15.	Mental Health Technician--Totals	9	2			
	Belmont Career Center (Adult Ed.)			900	Yes	Yearly
	Clark State Community College			2yr degree		Sept.
	Columbus State Community College			96 credits	Yes	Annually
	Cuyahoga Community College			2yr.assoc.	Yes	2x/year
	Edison State Community College		Planning Stages			
	Firelands College, Bowling Green State University (A.A. in Human Services)			62 credits	Optional	Continually
	Lakeland Community College		Planning Stages			
	Muskingum Area Technical College			2 yr.	Yes	Ongoing
	North Central Technical College			Assoc. degree		
	Sinclair Community College			2yr. Assoc. Deg.		
	University of Toledo			99	??	
16.	Mental Health Aide--Totals	3	2			
	Belmont Career Center (H.S.)			100	Yes	Yearly
	Belmont Career Center (Adult Ed.)			200	Yes	4/year
	East Cleveland City Schools			30	Yes	Yearly
	Edison State Community College		Planning Stages			
	Lakeland Community College		Planning Stages			

		Program is Offered	Program is in Planning Stages	Number of Contact Hours	Program has Aging Content	How often Program is Offered
17.	Physical Therapy Assistant--Totals	8	3			
	Belmont Career Center (Adult Ed.)			900	Yes	Yearly
	Ashland Co.-West Holmes JVSD			Exp. in Health Occupations Prog.		
	Cuyahoga Community College			2 yr. deg.	Yes	Yearly
	Edison State Community College		Planning Stages			
	Kent State University-- East Liverpool Campus			Assoc. Deg.	Yes	Yearly
	Kent State University-- Regional Campus			2208	Yes	Yearly
	Lakeland Community College		Planning Stages			
	North Central Technical College		Planning Stages			
	Shawnee State University			2yr. Assoc. Degree		
	Sinclair Community College			2yr. Assoc. Deg.		
	Stark Technical College			1122-1177	Yes	2/year
18.	Physical Therapy Aide Totals	4	1			
	Ashland Co.-West Holmes JVSD			Exp. in Health Occupations Prog.		
	Edison State Community College		Planning Stages			
	Lakewood City Schools			3-1/2/day	Yes	Daily
	Lawrence County Vocational School					Yearly
	Maplewood Area JVS			90		
19.	Occupational Therapy Assistant--Totals	8	2			
	Ashland Co.-West Holmes JVSD			Exp. in Health Occupations Prog.		
	Cincinnati Technical College			2000	Yes	Yearly
	Cuyahoga Community College			2 yr. deg.	Yes	Yearly
	Kent State University-- East Liverpool Campus			Assoc. Deg.	Yes	Yearly
	Kent State University-- Regional Campus		Planning Stages	2000	Yes	Yearly
	Lakeland Community College		Planning Stages			
	Muskingum Area Technical College			2 yr.	Yes	Ongoing
	Shawnee State University			2yr. Assoc. Degree		
	Sinclair Community College			2yr. Assoc. Deg.		
	Stark Technical College			1122-1177	Yes	Yearly

		Program is Offered	Program is in Planning Stages	Number of Contact Hours	Program has Aging Content	How often Program is Offered
20.	Dental Technician--Totals	9	1			
	Ashland Co.-West Holmes JVSD			Exp. in Health Occupations Prog.		
	Belmont Career Center (High School)			2 yr. prog.	Yes	Yearly
	Cincinnati Public Schools			360	Yes	Daily
	Cuyahoga Community College			1 yr. cert.	Yes	Yearly
	Licking County JVS				Yes	Yearly
	Maplewood JVS			90		
	North Central Technical College		Planning Stages			
	Polaris Career Center			300		Semesterly
	South-Western City Schools			1620	No	Yearly
	Vantage Vocational School			300	Yes	Yearly
21.	Volunteer Coordinator-Totals	1	1			
	North Central Technical College			6-12 hrs.	Yes	1or2/year
	Vantage Vocational School		Planning Stages			
22.	Social Work Asst.-Total	1				
	University of Akron-Wayne College			64	Yes	Annually
23.	Nursing Home Adm.-Totals	1	1			
	Bowling Green State University			132sh		Regularly
	Lakeland Community College		Planning Stages			
24.	Gerontology-Total	4				
	Cleveland State University					Annually
	Columbus State Community College			98 credits	Yes	Annually
	Cuyahoga Community College			13 credits	Yes	1/2 year
	Ohio University-Athens			B.S.	Yes	Yearly
25.	LPN--Total	2				
	Canton City Schools			48wks	Yes	Yearly
	Cuyahoga Community College			1 yr.	Yes	Yearly
	Wayne County JVSD (High School)			810	Yes	Daily
26.	Human Services--Total	1				
	Lakeland Community College		Planning Stages			
27.	CEU's for Soc. Work-Total	1				
	Lakeland Community College				Yes	

		Program is Offered	Program is in Planning Stages	Number of Contact Hours	Program has Aging Content	How often Program is Offered
28.	Medical Assistant-Total	4				
	Cuyahoga Community College			2 yr.deg.	Yes	Yearly
	Licking County JVS				Yes	Yearly
	National Education Center				Yes	Monthly
	Wayne County JVSD (High School)			810		Daily
29.	Diet Manager-Total	2				
	Cincinnati Technical College			1000	Yes	Yearly
	North Central Technical College			110		Yearly
30.	Diet Technician-Total	1	1			
	Cuyahoga Community College			2yr. Assoc. degree		Yearly
	North Central Technical College			2yr. Assoc. degree		
31.	Respondents who returned survey and indicated they offer none of the above - Total	22				

Adams County/Ohio Valley Schools
University of Cincinnati-Raymond Walters College
University of Cincinnati-College of Evening and Continuing Ed.
Columbus Public Schools
Kent State University--Tuscarawas Campus
Marion Technical College
Northeastern Ohio Universities College of Medicine
Ohio Hi-Point JVSD
The Ohio State University--Main Campus
The Ohio State University--Agricultural Technical Institute
The Ohio State University--School of Allied Medical Professions
The Ohio State University at Mansfield
The Ohio State University at Newark
Penn-Ohio College
Rio Grande Community College
Scripps Gerontology Center--Miami University
Shenango Valley School of Business
Southeastern Business College--Chillicothe
Southeastern Business College--Lancaster
Stautzenberger College--Toledo
WSU-LC
Washington Technical College
Wright State University--School of Nursing

Each agency listed below offers programs relative to one or more of the eldercare positions in the study. The address and appropriate contact person for each of the agencies who responded to the survey is outlined below. This information was completed during the Spring of 1990 and approximately two hundred and fifty agencies were contacted. Therefore, an attempt to be comprehensive was made but the data accurately reflects only the respondents and their offerings in 1990.

Adams County/Ohio Valley Schools
3359 St. Rt. 125
West Union, Ohio 45696
513-544-5586
Mary Ellen Shelton, Supervisor

The University of Akron--Wayne College
10470 Smucker Road
Orrville, Ohio 44667
216-683-2010
Jane F. Roberts
Assistant Professor and Coordinator of
Social Services Technology

Ashland Co.-West Holmes JVS District
1783 St. Rt. 60, Rt. #6
Ashland, Ohio 44805
419-289-3313
David A. Kovach, Superintendent

Auburn Career Center
8140 Auburn Road
Concord Twp., Ohio 44077
216-357-7542
Suzanne B. Owen, Adult Supervisor

Belmont Career Center
110 Fox-Shannon Place
St. Clairsville, Ohio 43950
614-695-9130
Gwen Morgenstern
Administrative Assistant

Bowling Green State University
Bowling Green, Ohio 43403
419-372-2326
John Hiltner, Director
Gerontology Program

Butler County JVSD
3603 Hamilton-Middletown Road
Hamilton, Ohio 45011
513-868-6300
Kathy Peck, Assoc. Director
Adult Education

Canton City Schools
627 McKinley Avenue, S.W.
Canton, Ohio
438-2538
Robert R. Menarchuk, Dir.
Vocational Ed.

Centerville High School
500 East Franklin Street
Centerville, Ohio 45459
513-439-3500
Jeff Kunst
Career Counselor/Coordinator

Cincinnati Public Schools
Vocational/Continuing Education
230 East Ninth Street - Room #908
Cincinnati, Ohio 45202
513-369-4749
Mrs. Vera Ramstetter Nash
Director

Cincinnati Technical College
3520 Central Parkway
Cincinnati, Ohio 45223
513-569-1670
Tom Kober, Dean
Health Technologies

University of Cincinnati
Raymond Walters College
Cincinnati, Ohio 45236
513-745-5660
Ernest G. Muntz, Dean

University of Cincinnati
College of Evening and Continuing Education
Cincinnati, Ohio 45221
513-556-5994
Dr. Jean L. Eggers
Director, Well-Elderly Programs

Clark State Community College
P. O. Box 570
Springfield, Ohio 45501
513-325-0691
Dick Starr, Director
Center for Human Resource Development

Cleveland Institute of Dental-Medical Assist. Inc.
5564 Mayfield Road
Mayfield, Ohio
216-473-6273
Linda Carson-McCafferty, RN
Director

Cleveland State University
1983 E. 24th Street
Cleveland, Ohio
216-687-4508
Henry M. Barlow, Chairman
Gerontological Studies

Columbiana County Career Center
9364 St. Rt. #45
Lisbon, Ohio 44432
216-424-9561
Charlotte Guest
Adult Education Director

Columbus Public Schools
270 East State Street
Columbus, Ohio 43215
365-5777
Timothy J. Ilg
Associate Superintendent

Columbus State Community College
550 E. Spring Street, P. O. Box 1609
Columbus, Ohio 43215
614-227-2511
R. Michael Snider, Ph.D.
Dean, Health and Human Services Div.

Cuyahoga Community College
4250 Richmond Road
Highland Heights, Ohio 44122
216-987-2221
Iris Whittington-Gold, Director
Center for Applied Gerontology/Senior Adult Ed.

Cuyahoga Valley JVSD
8001 Brecksville Road
Brecksville, Ohio 44141
216-526-5200
Dr. Plance, Ex-Director

Dayton Public Schools
Adult and Continuing Education
1733 N. Gettysburg Avenue
Dayton, Ohio 45427
513-262-8056
Christine Alexander
Coordinator, Family Life Education

East Cleveland City Schools
15305 Terrace Road
East Cleveland, Ohio 44112
216-268-6509
Robert J. Osborne, Director
Vocational Education

Edison State Community College
1973 Edison Drive
Piqua, Ohio 45356
413-778-8600
Dorothy Mullen, Coordinator
Human Resource Training

Ehne Career Center
316 W. Mason Rd.
Milan, Ohio 44846
419-499-4663
Linda L. Stutzman
Health Occupations Instructor

Fairfield Career Center
4000 Cols-Lanc Rd., NW
Carroll, Ohio 43112
614-837-9443
Patricia McGee
Assistant Director, High School

Fairfield Career Center
4000 Cols.-Lanc. Rd., NW
Carroll, Ohio 43112
614-837-9443
Kip Crain, Supervisor
Adult Education

Findlay City Schools
227 S. West Street
Findlay, Ohio 45840
419-425-8212
Jan Patton, Superintendent

Firelands College
Bowling Green State University
Huron, Ohio 44839
419-433-5560
Dr. Chris Mruk
Assoc. Prof. of Psychology
Director, Human Services Program

Four County Vocational School
RR # 1, Box 245-A
Archbold, Ohio 43502
419-267-3331
Lawrence R. Sinclair
Director of Student Services

Gallia-Jackson-Vinton JVSD
P. O. Box 157
Rio Grande, Ohio 45674
614-245-5336
Ponney G. Cisco, Assistant Superintendent

Great Oaks JVSD
3254 E. Kemper Road
Cincinnati, Ohio 45241
513-771-8840
Dr. Rosemary Kolde, Associate Superintendent

Green County Career Center
2960 W. Enon Road
Xenia, Ohio 45385
513-372-6941
Terry L. Bissett
Adult Education Director

Jefferson Technical College
4000 Sunset Blvd.
Steubenville, Ohio 43952
614-264-5591
Tracee Joltes, Director
Business/Industrial Training & Community Education

Kent State University
East Liverpool Campus
400 E. 4th Street
East Liverpool, Ohio 43920
216-385-3805
Suzanne B. Fitzgerald, Dean

Kent State University
Regional Campuses
Lincoln Building
Kent, Ohio 44242
Dr. Shirley Barton
Acting Director, Two-Year Technical Programs

Kent State University
Tuscarawas Campus
University Drive N.E.
New Philadelphia, Ohio 44663
216-339-3391
Janet O. Karcagi, Director
ADN Program

Lakeland Community College
Rt. 306 & I-90
Mentor, Ohio 44060
216-953-7079
Judith E. Doerr, Dean
Social Science and Public Service Technologies

Lakewood City Schools
1470 Warren Road
Lakewood, Ohio 44107
216-529-4201
Lenore P. Koppel, Director
Pupil Personnel & Research

Lancaster City School District
1312 Granville Pike
Lancaster, Ohio 43130
614-687-7380
Dempsey Bailey, Vocational Director

Lawrence County Vocational School
Rt # 2, Box 262
Chesapeake, Ohio 45619
614-867-6641 or 614-532-7187
Rebecca Leavitt
Director/Home Economics

Licking County JVS
150 Price Road
Newark, Ohio 43055
614-366-3351
William Mann, Superintendent

Madison Adult Education
600 Esley Lane
Mansfield, Ohio 44905
419-589-6363
Dick Dudley
Director/Adult Education

Mahoning County JVS Adult Education Full Service Center
7300 North Palmyra Road
Canfield, Ohio 44406
216-533-3923
Lynn Hahn Wright
Adult Education Coordinator

Mansfield City Schools
53 W. Fourth Street
Mansfield, Ohio 44902
419-525-6486
David Ireland, Supervisor
Adult Vocational Education

Maplewood Area Joint Vocational School
7075 St. Rt. 88
Ravenna, Ohio 44266
216-296-2892
Margaret Simone, Supervisor

Marion Technical College
1465 Mt. Vernon Avenue
Marion, Ohio 43302
614-386-4636
Jan Hinkle, Dean
Nursing Technology

MidEast Ohio Vocational School District
400 Richards Road
Zanesville, Ohio 43701
614-455-3111
Dr. Carol French
Adult Educational Director

Montgomery County JVSD
6800 Hoke Road
Clayton, Ohio 45315
513-837-7781
John Richards
Director, Adult Division

Morgan Schools
78 E. Main Street
McConnelsville, Ohio
614-962-2377
Alma Hoopes
Curriculum Supervisor

Muskingum Area Technical College
1555 Newark Road
Zanesville, Ohio 43701
614-454-2501
Dr. Dolores Floria
Vice President for Instruction

National Education Center
14445 Broadway
Cleveland, Ohio 44125
216-475-7520
Frank Fulena
Admissions Director

North Central Technical College
P. O. Box 698
Mansfield, Ohio 44901
419-755-4804
Tom Blaney
Associate Dean of Community

Northeastern Ohio Universities
College of Medicine
4209 St. Rt. 44, P. O. Box 95
Rootstown, Ohio 44272
216-325-2511
Carol E. Franken, M.S., Ed.
Administrative Director, Office of Geriatric Medicine/Gerontology

Ohio Hi-Point JVSD
2280 State Route 540
Bellefontaine, Ohio 43311
513-599-3010
Nancy Knight
Supervisor/Adult Education

The Ohio University--Main Campus
190 N. Ovall Mall
Columbus, Ohio 43210
614-292-5881
Dr. Charles E. Corbato
Associate Provost

The Ohio State University
Agricultural Technical Institute
1328 Dover Road
Wooster, Ohio 44691
216-264-3911
Kimberly Sayers
Continuing Education Coordinator

Ohio State University
School of Allied Medical Professions
1583 Perry Street
Columbus, Ohio
614-292-5645
Stephen L. Wilson, Ph.D.
Director

The Ohio State University at Lima
Lima Technical College
4240 Campus Drive
Lima, Ohio 45804
419-221-1641, ext. 255
Dr. Caroline S. Fasig
Director, Continuing Education

The Ohio State University at Mansfield
1680 University Drive
Mansfield, Ohio 44906
419-755-4213
Charles P. Bird
Associate Dean

Ohio State University at Marion
1465 Mt. Vernon Avenue OSUM
Marion, Ohio 43302
Catherine Osburn
Director, Continuing Education

The Ohio State University at Newark
University Drive
Newark, Ohio 43055
614-366-9315
Paul E. Panek, Ph.D.
Associate Dean

Ohio University
College of Health and Human Services
011 Grosvenor Hall
Athens, Ohio 45701
Lee Cibrowski, Ph.D., C.H.E.
Associate Dean

Ohio University--Chillicothe
Chillicothe, Ohio 45601
614-774-7243
Dr. J. S. Phillips
Assistant Dean

Penn-Ohio College
3517 Market St.
Youngstown, Ohio 44507
216-788-5084
William M. Clark, Jr.
President

Pickaway-Ross Vocational Center
895 Crouse Chapel Road
Chillicothe, Ohio 45601
614-642-2550
R. Thomas Harp
Supervisor, Adult Education

Pioneer JVS
27 Ryan Road, P. O. Box 309
Shelby, Ohio 44875
419-347-7744 or 526-1475
Mr. Paul A. Hickman
Assist. Director/Adult Education

Polaris Career Center
7285 Old Oak Blvd.
Middleburg Hts., Ohio 44130
216-243-2827
Maria Phillips
Supervisor

Vern Riffe Joint Vocational School
P. O. Box 577
Piketon, Ohio 45661
614-289-4171 or 289-2721
Leon Bevins
Adult Supervisor

Rio Grande Community College
Rio Grande, Ohio 45674
614-245-5353, ext. 304
Sanford A. Lane, Dean

Scripps Gerontology Center
Miami University
Oxford, Ohio 45056
513-529-2914
Pamela S. Mayberry
Coordinator, Academic Programming

Shawnee State University
940 Second Street
Portsmouth, Ohio 45662
614-355-2216
James R. Kadel
Dean, School of Allied Health

Shenango Valley School of Business
335 Boyd drive
Sharon, PA 16146
412-983-0700
Jane Sham
Director of Curriculum

Sinclair Community College
444 West Third Street
Dayton, Ohio 45402
513-226-2919
Dr. Herman G. Brant
Dean of Allied Health

Southeastern Business College
1855 Western Avenue
Chillicothe, Ohio 45601
614-774-6300
John T. Danicki
Executive Director

Southeastern Business College
1522 Sheridan Drive
Lancaster, Ohio 43130
614-687-6126
Alex Bosserman, Director

Southern Hills JVSD
9193 Hamer Road
Georgetown, Ohio 45121
513-378-6131
Rod Glover, Superintendent
Charles Guarino, Adult Ed. Supervisor

South-Western City Schools
2975 Kingston Avenue
Grove City, Ohio 43123
614-875-2318
Carmel Jenkins
Director of Curriculum Development

Springfield Clark JVSD
1901 Selma Road
Springfield, Ohio 45505
513-325-5461
Kathryn Limes
Director Adult Education

Stark Technical College
6200 Frank Road, N.W.
Canton, Ohio 44720
216-494-6170
Ethel Mae Richards
Program Developer, Health Science
Center for Employee Development & Management

Stautzenberger College
4615 Woodville Road
Toledo, Ohio 43619
419-693-9311
C. Buhr, Director

Stautzenberger College
4440 Secor Road
Toledo, Ohio 43623
419-472-5627
Terri Gardner, Director

Switzerland of Ohio Local Schools
304 Mill Street
Woodfield, Ohio 43793
614-472-5556
Timothy W. Haught
Assistant Superintendent

Toledo Public Schools
Manhattan & Elm Street
Toledo, Ohio 43608
419-729-8311
Flute Rice
Executive Director Adult Education

University of Toledo
2801 W. Bancroft Street
Toledo, Ohio 43606
419-537-4117
Charles Bohler, Dean
Community and Technical College

Upper Valley JVS
8811 Career Drive
Piqua, Ohio 45356
513-778-1980
John Villers, Supervisor
Adult Education

Vanguard Sentinel JVSD
1306 Cedar Street
Fremont, Ohio 43420
419-332-2626
Deborah Curlis, R.N.
Allied Health Instructor

Vantage Vocational School
818 N. Franklin
Van Wert, Ohio 45891
419-238-5411
Dee Whitcraft
Adult Ed. Director

WSU-LC
7600 St. Rt. 703
Celina, Ohio 45822
419-586-2365

Warren City Schools
261 Monroe N.W.
Warren, Ohio 44482
216-841-2215
Michael Manios
Vocational Director

Washington County Career Center
Route 2
Marietta, Ohio 45750
614-373-2766
David C. Barrett, Superintendent

Washington Technical College
Route 2, State Route 676
Marietta, Ohio 45750
Dr. Carson K. Miller
President

Wayne County Joint Vocational School District
(Adult)
418 W. Prospect Street
Smithville, Ohio 44677
216-669-2134 ext 246
Steve Miller
Director of Adult Education

Wayne County Joint Vocational School District
(High School)
418 W. Prospect Street
Smithville, Ohio 44677
216-669-2134
Lorin E. Weaver
Executive Director

Wooster Business College
39 E. Market Street
Akron, Ohio 44308
216-434-0000
Kimberly Reynolds
Allied Health Program Director

Wright State University
School of Nursing
Dayton, Ohio 45435
413-873-3133

Youngstown State University
410 Wick Avenue
Youngstown, Ohio 44555
216-742-3344
Mary J. Beaubien, Ph.D.
Chair, Home Economics

Nursing Home Area Training Center (NHATC) Survey

Ohio's eight Nursing Home Area Training Centers, listed below, were created with the primary purpose of training employees of nursing homes. At one time the centers were not allowed to train individuals if they were not working in a nursing home. Some NHATCs have expanded into pre-employment training. The majority of NHATC training is short-term continuing education programs (6 hour seminars) and not long-term training programs. The survey results which follow illustrate the variety and location of training provided through these centers.

Nursing Home Area Training Centers

Upper Valley Medical Center
Stouder Campus - Education Department
920 Summit Avenue
Troy, Ohio 45373
513/332-7671

Menorah Park-Center for the Aging
27100 Cedar Road
Beachwood, Ohio 44122
216/831-6500 Ext. 261

Nursing Home Training Center of Heritage Village
1151 College Avenue
Columbus, Ohio 43209
614/237-7417 Ext. 351

The Alliance Training Center
721 South Rockhill
P.O. Box 3119
Alliance, Ohio 44601-3119
216/821-7616

Area Agency on Aging District #7
University of Rio Grande
P.O. Box 978
Rio Grande, Ohio 45674-9989
1-800-648-2575

The University of Cincinnati
College of Nursing and Health
Cincinnati, Ohio 45221-0038
513/558-5650

Michael J. Owens Technical College
Caller No. 10,000
Oregon Road
Toledo, Ohio 43699
419/666-6163 Exts. 315, 242

North Central Technical College
2441 Kenwood Circle
P.O. Box 698
Mansfield, Ohio 44901
419/755-4769 or 755-4865

NURSING HOME AREA TRAINING CENTER SURVEY RESULTS

	Program is Offered	Program is in Planning Stages	Number of Contact Hours	Check if Program has Aging Content	How often Program is Offered
1. NURSE AIDE					
NHATC - Rio Grande	Yes		80	Yes	Monthly
NHATC - Columbus	Yes		75	Yes	Monthly EO*
Upper Valley Medical Ctr.	Yes		80	Yes	Monthly
NHATC - Univ. of Cinn.		Yes			
NHATC - Alliance	Yes		75	Yes	Monthly
NHATC - Owen Tech. Coll.	Yes		75	Yes	6 x yr.
NHATC - NCTC	Yes		80	Yes	Monthly
NHATC - Menorah Park		Yes	75	Yes	Start 1991
2. HOME HEALTH AIDE					
NHATC - Rio Grande	No				
NHATC - Columbus	Yes		75	Yes	Monthly EO*
Upper Valley Medical Ctr.	Yes		80	Yes	Monthly
NHATC - Univ. of Cinn.	No				
NHATC - Alliance		Yes			
NHATC - Owen Tech. Coll.		Yes			
NHATC - NCTC	Yes		96	Yes	Monthly
NHATC - Menorah Park	No				
3. PERSONAL CARE AIDE					
NHATC - Rio Grande	No				
NHATC - Columbus	Yes		75	Yes	Monthly EO*
Upper Valley Medical Ctr.		Yes			
NHATC - Univ. of Cinn.	No				
NHATC - Alliance		Yes			
NHATC - Owen Tech. Coll.	No				
NHATC - NCTC	No				
NHATC - Menorah Park	No				

* every other month

	Program is Offered	Program is in Planning Stages	Number of Contact Hours	Check if Program has Aging Content	How often Program is Offered
4. DIETARY AIDE					
NHATC - Rio Grande	No				
NHATC - Columbus	No				
Upper Valley Medical Ctr.	No				
NHATC - Univ. of Cinn.	No				
NHATC - Alliance	Yes			Yes	Quarterly
NHATC - Owen Tech. Coll.	No				
NHATC - NCTC	Yes		20		Quarterly
NHATC - Menorah Park	Yes		Occasional Inservice		
5. COOKS/FOOD PREPARERS					
NHATC - Rio Grande	No				
NHATC - Columbus	Yes			Yes	1 x year
Upper Valley Medical Ctr.	No				
NHATC - Univ. of Cinn.	No				
NHATC - Alliance	No				
NHATC - Owen Tech. Coll.	Yes				
NHATC - NCTC	Yes		20		Quarterly
NHATC - Menorah Park	Yes		Occasional Inservice		
6. CLEANING/JANITORIAL					
NHATC - Rio Grande	No				
NHATC - Columbus	No				
Upper Valley Medical Ctr.	No				
NHATC - Univ. of Cinn.	No				
NHATC - Alliance	Yes			No	Quarterly
NHATC - Owen Tech. Coll.	No				
NHATC - NCTC	No				
NHATC - Menorah Park		Yes			

	Program is Offered	Program is in Planning Stages	Number of Contact Hours	Check if Program has Aging Content	How often Program is Offered
7. RESIDENT ACTIVITY COORDINATOR					
NHATC - Rio Grande	Yes		36	Yes	1 x year
NHATC - Columbus	Yes		36	Yes	2 x year
Upper Valley Medical Ctr.	Yes		36	Yes	
NHATC - Univ. of Cinn.	No				
NHATC - Alliance	Yes		36	Yes	2 Months
NHATC - Owen Tech. Coll.	Yes		36	Yes	3 x year
NHATC - NCTC	Yes		110	Yes	2 yr assoc
NHATC - Menorah Park	Yes		36	Yes	3 x year
8. RECREATION THERAPIST					
NHATC - Rio Grande	No				
NHATC - Columbus	No				
Upper Valley Medical Ctr.	No				
NHATC - Univ. of Cinn.	No				
NHATC - Alliance	No				
NHATC - Owen Tech. Coll.	No				
NHATC - NCTC	Yes		110	Yes	2 yr assoc
NHATC - Menorah Park	No				
9. ACTIVITY AIDE					
NHATC - Rio Grande	No				
NHATC - Columbus	Yes		6	Yes	2 x year
Upper Valley Medical Ctr.	No				
NHATC - Univ. of Cinn.	No				
NHATC - Alliance	Yes			Yes	Quarterly
NHATC - Owen Tech. Coll.	No				
NHATC - NCTC	No				
NHATC - Menorah Park	No				

	Program is Offered	Program is in Planning Stages	Number of Contact Hours	Check if Program has Aging Content	How often Program is Offered
10. SENIOR TRANSPORTATION WORKER					
NHATC - Rio Grande	No				
a. Driver	No				
b. Driver's Aide	No				
NHATC - Columbus	No				
a. Driver	No				
b. Driver's Aide	No				
Upper Valley Medical Ctr.	No				
a. Driver	No				
b. Driver's Aide	No				
NHATC - Univ. of Cinn.	No				
a. Driver	No				
b. Driver's Aide	No				
NHATC - Alliance	No				
a. Driver	No				
b. Driver's Aide	No				
NHATC - Owen Tech. Coll.	No				
a. Driver	No				
b. Driver's Aide	No				
NHATC - NCTC		Yes	?		
a. Driver					
b. Driver's Aide					
NHATC - Menorah Park	No				
a. Driver	No				
b. Driver's Aide	No				

	Program is Offered	Program is in Planning Stages	Number of Contact Hours	Check if Program has Aging Content	How often Program is Offered
11. TRAIN-THE-TRAINER					
NHATC - Rio Grande	Yes		32	Yes	2 Months
NHATC - Columbus	Yes		28	Yes	Monthly
Upper Valley Medical Ctr.	Yes		28	Yes	Quarterly
NHATC - Univ. of Cinn.	Yes		28	Yes	6 weeks
NHATC - Alliance	Yes		28	Yes	Monthly
NHATC - Owen Tech. Coll.	Yes		28	Yes	3 x year
NHATC - NCTC	Yes		28		Monthly
NHATC - Menorah Park	No				
12. HOME MAINTENANCE SUPERVISOR					
NHATC - Rio Grande	No				
NHATC - Columbus	No				
Upper Valley Medical Ctr.	No				
NHATC - Univ. of Cinn.	No				
NHATC - Alliance	No				
NHATC - Owen Tech. Coll.	No				
NHATC - NCTC		Yes	?		
NHATC - Menorah Park	No				
13. CHORE WORKER					
NHATC - Rio Grande	No				
NHATC - Columbus	No				
Upper Valley Medical Ctr.		Yes			
NHATC - Univ. of Cinn.	No				
NHATC - Alliance	No				
NHATC - Owen Tech. Coll.	No				
NHATC - NCTC	No				
NHATC - Menorah Park	No				

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	Program is Offered	Program is in Planning Stages	Number of Contact Hours	Check if Program has Aging Content	How often Program is Offered
14. HOME MAINTENANCE					
NHATC - Rio Grande	No				
NHATC - Columbus	No				
Upper Valley Medical Ctr.	No				
NHATC - Univ. of Cinn.	No				
NHATC - Alliance	No				
NHATC - Owen Tech. Coll.	No				
NHATC - NCTC		Yes			
NHATC - Menorah Park	No				
15. MENTAL HEALTH TECHNICIAN					
NHATC - Rio Grande	No				
NHATC - Columbus	No				
Upper Valley Medical Ctr.		Yes			
NHATC - Univ. of Cinn.	No				
NHATC - Alliance	No				
NHATC - Owen Tech. Coll.	No				
NHATC - NCTC	Yes		110	Yes	2 yr assoc
NHATC - Menorah Park	No				
16. MENTAL HEALTH AIDE					
NHATC - Rio Grande	No				
NHATC - Columbus	Yes			Yes	2 x year
Upper Valley Medical Ctr.	No				
NHATC - Univ. of Cinn.	No				
NHATC - Alliance		Yes			
NHATC - Owen Tech. Coll.	No				
NHATC - NCTC	No				
NHATC - Menorah Park	No				

	Program is Offered	Program is in Planning Stages	Number of Contact Hours	Check if Program has Aging Content	How often Program is Offered
17. PHYSICAL THERAPY ASSISTANT					
NHATC - Rio Grande	No				
NHATC - Columbus					
Upper Valley Medical Ctr.	No				
NHATC - Univ. of Cinn.	No				
NHATC - Alliance	No				
NHATC - Owen Tech. Coll.	Yes		110	Yes	2 yr degree
NHATC - NCTC		Yes	110	Yes	2 yr assoc
NHATC - Menorah Park	No				
18. PHYSICAL THERAPY AIDE					
NHATC - Rio Grande	No				
NHATC - Columbus					
Upper Valley Medical Ctr.	No				
NHATC - Univ. of Cinn.	No				
NHATC - Alliance		Yes			
NHATC - Owen Tech. Coll.	No				
NHATC - NCTC	No				
NHATC - Menorah Park	No				
19. OCCUPATIONAL THERAPY ASSISTANT					
NHATC - Rio Grande	No				
NHATC - Columbus					
Upper Valley Medical Ctr.	No				
NHATC - Univ. of Cinn.	No				
NHATC - Alliance	No				
NHATC - Owen Tech. Coll.	No				
NHATC - NCTC	No				
NHATC - Menorah Park	No				

	Program is Offered	Program is in Planning Stages	Number of Contact Hours	Check if Program has Aging Content	How often Program is Offered
20. DENTAL TECHNICIAN					
NHATC - Rio Grande	No				
NHATC - Columbus					
Upper Valley Medical Ctr.	No				
NHATC - Univ. of Cinn.	No				
NHATC - Alliance	No				
NHATC - Owen Tech. Coll.	Yes		110		2 year degree
NHATC - NCTC	Yes		variable	Yes	every quarter
NHATC - Menorah Park	No				
21. VOLUNTEER COORDINATOR					
NHATC - Rio Grande	No				
NHATC - Columbus					
Upper Valley Medical Ctr.	No				
NHATC - Univ. of Cinn.	No				
NHATC - Alliance		Yes			
NHATC - Owen Tech. Coll.	No				
NHATC - NCTC	Yes		20	Yes	Yearly
NHATC - Menorah Park	No				
22. OTHER (Please specify)					
NHATC - Rio Grande	Alzheimer Respite Care				Quarterly
NHATC - Columbus	Secretary			Yes	1 x year
Upper Valley Medical Ctr.					
NHATC - Univ. of Cinn.					
NHATC - Alliance					
NHATC - Owen Tech. Coll.	Dietary Manager		120		1 x year
NHATC - NCTC	Dietary Manager		120	Yes	Yearly
NHATC - Menorah Park					

The DACUM Process

Based on the increased need for practitioners/entry-level workers in the emerging field of community-based eldercare, coupled with a lack of sufficient entry-level training in mental health, it was the recommendation of the Job Matrix Committee that an occupational analysis in mental health and aging be conducted. To this end a two-day DACUM (Developing a curriculum) was held June 26 and 27, 1990.

The DACUM process is recognized as one of the best curriculum development methods for identifying unique training needs of specific occupations. The process selects a panel of practitioners ("experts") in an occupational area who, under the guidance of trained facilitators, describe their actual job functions.

The DACUM process takes two days and results in a DACUM chart that lists major work categories and specific tasks/skills within each category. The chart presents systematically an entire occupational area in terms of skills that workers must display to achieve competence. The chart is then utilized to refine/develop curriculum to meet specific manpower training needs.

The DACUM Panel

Panelists for the JTPA Eldercare Worker Training Project were selected based on two criteria:

1. employment in the area of mental health or mental retardation/developmental disabilities (MRDD) and aging
2. employment in a practitioner/entry-level position

Even though only two of the panelists had the same position title, all eleven panel members performed most of the tasks in each of the general categories listed on the chart, pointing out the over-lapping responsibilities in each of the positions represented.

Ten agencies comprising mental health, MRDD, and social services were contacted and asked to participate in the project by furnishing a non-professional staff person, working with older adults in the area of mental health, to serve on the DACUM panel. One agency furnished two staff members, bringing the number of panelists to eleven.

Agency	Position
Brendan Manor (group home for elderly)	House Assistant
Far West Center (mental health agency)	Geriatric Outreach Worker
Lorain County Senior Citizens' Assn.	Case Aide
Menorah Park Day Center (elderly day care)	Day Center Assistant
Koinonia Homes (MR group home)	Residential Aide
Chronic Illness Center (social service agency)	Geriatric Outreach Worker
Benjamin Rose Institute (2) (social service agency) (social service agency)	Homemaker/Home Health Aide Case Manager Assistant
Cuyahoga County Board of Mental Retardation (training center)	Workshop Specialist
Center For Human Services (Family Preservation Program)	Family Support Technician
University Settlement (Neighborhood Center/MR Aged Program)	Activity Aide

How to Read the DACUM Chart

A DACUM chart is graphic in nature. It is basically a single sheet performance profile on an occupational field. The major work categories or General Areas of Competency (GACs) are listed down the left hand side of the chart. Each of the GACs are followed by a listing of specific tasks and/or skills that are needed to enable an individual to competently perform within that general area.

The complete DACUM chart for the Senior Service Provider begins on page 139.

DACUM Process Conclusion

A wide range of occupations were represented on the panel that developed the Senior Service Provider DACUM chart, reflecting a variety of occupations one could enter relevant to the paraprofessional role in mental health and aging.

Because the paraprofessional mental health technician rarely, if ever, is involved in long term counseling, or other related interventions with clients, there is less need for traditional psychodynamic theory or practice. Their involvement tends to be with short-term interventions that involve facile use of psychosocial skills and a broad network of supportive resources.

It is not surprising, therefore, that the resulting occupational analysis of the Senior Service Provider would lack the traditional language of the mental health field. However, that does not mean that the curriculum that prepares students to enter the field of mental health and aging should exclude a sound background in psychological principles, human development, theories of aging, and therapeutic models. One can infer from many items on the chart the need for such a knowledge base. It is also clear that if the student is to be

prepared to be an effective worker, there will need to be education in a number of other practical learning experiences.

The development of the career area of Mental Health Paraprofessional has its origins in at least two significant movements that converged in the 1960's.

1. Deinstitutionalization

Issues surrounding patients rights and least restrictive setting gave rise to the community mental health movement that advocated for a new model of service delivery for the mentally ill. Instead of psychodynamic treatment in a hospital setting, "patients" were transformed into "service consumers" within the community. This required a new staffing pattern that reflected a more psychosocial interaction focusing on the empowerment of the client and leading towards self determination. Instead of a top down professional hierarchy, the relations of community-based service delivery required a broader base of skills at the point of service delivery.

The National Institute of Mental Health (NIMH) contracted with the Southern Regional Education Board (SREB) to develop a model for paraprofessional mental health services that would create a new career area for the Mental Health Technician. The result of their efforts gave rise to the concept of the Human Service Generalist.

The Human Service Generalist is someone who is prepared to work with a variety of people in a variety of settings using a wide range of skills. NIMH developed a list of fourteen "Roles of the Human Service Generalist" and funded the establishment of Mental Health/Human Services programs nationally. A sampling of the roles of the Human Service Generalist gives a sense of the skills involved - Advocate, Behavior Changer, Broker, Care Giver, Case Manager, Organizer, Planner, Teacher.

The SREB gave rise to the National Organization of Human Service Educators which in turn has established an accrediting body, the Council for Standards in Human Service Education.

2. The Community College Movement

The 1960's saw the emergency of the community college as a major element in postsecondary education. As a means of open access to populations for whom higher education was previously unattainable and as resource to develop career ladders in occupational areas that were requiring skills and technology that went beyond the high school curriculum, the community college filled a niche that has resulted in their being the entry point to higher education for over half of the nation's incoming freshmen.

It was in the nation's community colleges that the mental health technology programs were established. In Ohio the programs are found in seven two year colleges across the State. None of the Ohio programs were developed with NIMH funding. Since they were developed on the concept of the Human Service Generalist, the programs have students involved in a broad range of field work experiences, a number of which are in the field of aging.

A significant phenomenon that has resulted from the development of the mental health technology career programs has been an extension of the career ladder concept. Because of the range of skills and roles that the student is exposed to, they exhibit job mobility not just up a particular line but also across career areas. Graduates originally employed in a mental health setting were able to be employed in a setting serving clients with developmental disabilities; graduates working with children could cross over into the field of aging. The phenomenon has been called a "career lattice" approach to career development.

The DACUM chart developed for the JTPA Eldercare Worker Study Training Project underscores the relevance of the Human Service Generalist position in the field of aging today, and the need for specialized of training for workers entering the field of mental health and aging.

The DACUM Chart

DACUM

OCCUPATIONAL ANALYSIS

FOR

PRACTITIONERS IN MENTAL HEALTH AND AGING

SENIOR SERVICE PROVIDER

A SENIOR SERVICE PROVIDER IS A CAREER AREA SERVING THE ELDERLY IN NEED, IN WHICH WORKERS, THROUGH A VARIETY OF POSITIONS IN THE FIELD OF AGING, ARE ABLE TO:

- ASSESS NEEDS
- MAINTAIN RECORDS
- DEVELOP, IMPLEMENT, REVIEW AND EVALUATE INDIVIDUAL CARE PLANS
- TEACH ACTIVITIES OF DAILY LIVING
- PROVIDE ADVOCACY
- PROVIDE SOCIALIZATION
- HANDLE EMERGENCIES
- PROVIDE PHYSICAL SERVICES
- PROVIDE FOR TRANS PORTATION
- COORDINATE/UTILIZE VOLUNTEERS
- COMMUNICATE
- BE RESPONSIBLE
- ADAPT TO CHANGE

OHIO DEPARTMENT OF AGING
JTPA ELDER CARE WORKER TRAINING STUDY PROJECT

JUNE 1990

SENIOR SERVICE PROVIDER

IS ABLE TO:

GAC's	TASKS/SKILLS
A. ASSESS NEEDS	Respond to Requests for Assessment; Observe Personal Appearance; Observe Behavior; Observe Surroundings; Determine Orientation to Time, Place and Person; Recognize Inappropriate Behavior; Observe Relationship With Others
	Be Sensitive To Unusual Circumstances; Recognize Symptoms of Health Problems; Complete Assessment Form; Identify Physical Needs; Identify Medical Needs; Identify Dietary Needs; Identify Social Needs
	Elicit Information From Others (relatives, neighbors, friends); Consider Ethnic Background; Document Self-Identified Needs of Senior; Document Life History; Document Life Style; Respond to Immediate Hazardous Conditions
B. MAINTAIN RECORDS	Complete Appropriate Agency/State/Federal Forms; Write Progress Notes/ Reports; Record Accurate Data; Write Specific Info.; Document Physical Changes; Document Behavioral Changes
	Document Frequency, Duration and Type of Services Provided; File Incident Reports; Document (Staff) Expenses; Obtain Release of Information/Consent Form (for care file); Write Medication Passing Notes/ Medication Report; Maintain Budget
	Document Fundraising Activities; Maintain Records of Volunteer Hours; Complete Production Sheets; Forward Completed Sheets, According to Office Procedure
C. DEVELOP, IMPLEMENT, REVIEW, & EVALUATE INDIVIDUAL CARE PLAN	Identify Strengths and Weaknesses of Senior; Identify Problems/ Needs; Discuss Longterm and Short term Goals With Senior and Family; Set Long Term and Short Term Goals with Senior's Care Team and Family; Write/Participate in Writing Plan of Care
	Review Plan of Care With Team/ Supervisor; Participate in Developing a Behavior Plan; Develop/Participate in Development of Procedures for Plan of Care; Identify Service Providers
	Share Assessment Information with Service Providers; Develop/Complete Frequency Chart/ Quarterly Goal Report; Review/Evaluate Plan with Senior Periodically; Participate in Modification of Plan; Assist in Determining Termination of Service; Plan Menus and Meals Including Special Diets
D. TEACH ACTIVITIES OF DAILY LIVING (ADL)	Identify ADL Abilities; Identify ADL Skill Deficits; Take Into Account Physical, Developmental & Psychological Circumstances of Senior; Set Goals To Remediate ADL Deficits; Explain/Demonstrate Procedures to Achieve Goals; Be Patient in Teaching ADL
	Establish Climate of Caring; Provide Orientation to Environment; Teach Senior to Acclimate to Environment; Provide Positive Reinforcement; Use Prompting (Verbal, Gestural, Physical) in Least Restrictive Manner; Provide Social Reinforcement
	Monitor Professionally Structured Therapy; Conduct Evaluation With Senior; Review Progress and Proceed Accordingly
E. PROVIDE ADVOCACY	Provide Telephone Reassurance; Follow-up on Possible Problems; Identify Resources Solve Problem; Advocate For Appropriate Placement; Be Aware of Community Resources; Maintain Relationship With Community Resources; Be A Liais Between Senior & Services
	Follow Through to Assure Delivery of Service; Make Referral/Act on Behalf of Senior in Financial/Legal Matters; Explain Necessary Governmental Policies, Procedures and Regulations; Advocate For Special Populations; Empower Senior; Educate General Population to Accept Special Needs Persons in Social Settings

F. PROVIDE SOCIALIZATION	Assess Current Socialization Network	Define Socialization Deficits	Define Socialization Barriers	Determine Socialization Needs	Determine Socialization Interests	Provide Companionship
	Provide Inter-Generational Activities	Design Suitable Activities	Coordinate Aspects of Social Activities (i.e. Transport, Access)	Teach Socialization Skills	Introduce Seniors to Social Activities	
	Obtain Consent/ Release to Carry Out Social Activities	Integrate Special Needs Seniors With "Normal" Populations	Coordinate Fund Raising Events to Pay For Activities			
G. PREVENT AND HANDLE EMERGENCIES	Provide Safe Physical and Psychological Environment	Practice Aggression Control Measures	Maintain Personal/ Safety in Unsafe Community Settings	Practice CPR and First Aid	Be Aware of Procedures to Prevent Wandering	Keep Photograph/ Description of Senior on File
	Develop Emergency Support Network	Teach Seniors Emergency Procedures	Familiarize Seniors With Emergency Information, Life Saving Measures (Life Line, Vial of Life)	Recognize Emergencies	Follow Agency's Emergency Procedures	
	Assist Ambulatory Senior to Evacuate Building	Remove Non-Ambulatory Senior From Hazardous Situation	Contact Family/ Significant Others	Make Referrals to Proper Resources	Complete Incident Report	Follow up To Determine Resolution of Emergency
H. PROVIDE PHYSICAL SERVICES	Provide Basic Homemaking Activities (Laundry, Cooking, Shopping, Cleaning)	Provide Personal Hygiene (bath, hair, dressing/ undressing, grooming, oral-hygiene, skin care)	Feed/ Assist With Feeding	Take Vital Signs	Assist with Physical Transfer	
	Change Physical Appliances (apparatus-prosthesis)	Assist With Mobility	Administer Medication in Group Home (Certified Personnel)	Remind to Take Medications		
I. PROVIDE FOR TRANSPORTATION	Assess Transportation Needs	Prioritize Transportation Needs	Identify Transportation Resources	Coordinate Details of Transportation	Recruit Volunteer Drivers	Screen Drivers	Inform Agency Driver of Procedures and Regulations
	Explain Insurance Coverage for Drivers	Match Status of Senior with Available Transportation	Educate Driver To Status of Senior	Confirm Transportation with Senior & Driver	Document Each Transportation Event		
J. COORDINATE VOLUNTEERS	Utilize Recruitment Techniques	Communicate Need for Volunteers to Public	Access Volunteer Resources i.e. RSVP	Screen and Register Volunteers	Maintain Roster of Volunteers	Inform Volunteer of Agency Rules and Regulations	Train Volunteers
	Prepare Volunteer to be Sensitive to Population to be Served	Determine Volunteer Preferences	Match Volunteer with Job/ Skills/Location/ Senior	Outline Expectations of Volunteer Jobs	Document Volunteer Activities	Provide System for Volunteer Log In/Log Out	
	Provide Incentives for Volunteers	Recognize Volunteer Achievements	Meet With/ Contact Volunteers Periodically	Be Sensitive to Limits of Volunteering			
K. COMMUNICATE	Be Honest in Communication	Use Appropriate Language	Communicate with Professionals in Field	Use Medical Technology	Ask Relevant Questions to Elicit Appropriate Response	Ask Simple Questions	Rephrase Response to Question
	Adjust Pace of Communication	Adjust Voice Tone	Develop Rapport	Eliminate Distractions	Observe & Interpret Body Language	Establish Eye Contact	Determine When or When Not to Touch	Treat Each Person as an Individual	See the Person as They Once Were
	See the Person as They Once Were	Be Tactful	Focus on Positives	Respect Cultural & Spiritual Differences	Communicate With Family Members and Significant Others	Use Third Parties to Communicate i.e. Interpreters, Translators		Facilitate Group Discussion	
	Be Courteous on Telephone	Give Clear and Concise Information Over Phone	Speak in Public	Give Clear and Concise Oral Presentations	Follow Guidelines in Written Communication	Write Clearly	Give Clearly Written Telephone Messages	Input Data On Computer	

L. BE RESPONSIBLE	Obey Agency Rules and Regulations	Be Reliable	Be Punctual	Maintain Good Physical and Emotional Health	Manage/ Cope With Stress	Be Consistent Role Model	Demonstrate Self-Confidence	Keep Curren on Info in the Field Aging
	Work Within Framework of Team Unit	Seek Informal Feedback on Case Management From Colleagues and Seniors		Practice the State Code of Ethics	Operate Within The "Clients' Bill of Rights"		Respect Confiden-tially	Be Objective	Be Emp the
M. ADAPT TO CHANGE	Be Aware of Demographic Changes	Be Aware of Political Change		Be Aware of Changes in Legislation	Adjust to Changes in Agency Programs and Services		Adjust/Seek Alter-natives to Gaps in Service Delivery	Adapt to Changes i Personnel
	Adjust to Changes in Job Descrip-tion	Adjust to New Forms/ Procedures	Be Flex-ible	Adjust to Changes in Status of Senior	Assist Senior to Adapt to Personal Changes	Assist Senior to Adjust to Loss of Physical Abilities		Assist Senior to Adjust to Loss of Family and Friends
	Assist Senior to Adjust to Loss of Daily Living Activities		Assist Senior to Adjust to Loss of Independence		Assist Senior to Adjust to Emotional Changes as a Result of Loss of Relationships & Physical Abilities			Adjust to Loss Through Death

DACUM PANEL MEMBERS:

Jean Carr, Far West Center, Westlake
Bessie Dent, Center for Human Services, Cleveland
Imogene Derico, Benjamin Rose Institute, Cleveland
Marian Harris, Brendan Manor, Garfield Heights
Ethel Johnson, Chronic Illness Center, Cleveland
Sarah Law, Benjamin Rose Institute, Cleveland
Charlotte Metez, Lorain County Senior Citizens Assoc., Elyria
Tinamaria Penn, Koinonia Homes, Independence
Wanda Pickens, Menorah Park Day Center, Beachwood
Carmen Prettyman, Cuyahoga County Board of Mental Retardation, Cleveland
Yvonne S. Richmond, University Settlement, Cleveland

DACUM Facilitators and Recorders:

Michael Y. Bailis, Director of Vocational & Technical Education
Cuyahoga Community College
Iris Whittington-Gold, Director, Center for Applied Gerontology
Cuyahoga Community College

Career Training and the Career Ladder

Career training is intimately intertwined with the career ladder concept. The career ladder concept illustrates there is career mobility and advancement possible in the eldercare field. Such advancement comes through a combination of education, training and experience. The career ladder concept accentuates the recommendations that today's students should be prepared for tomorrow's jobs and educated for the entire life span. Moreover, the field of gerontology should relate to all occupations and educational and training curriculum. The career ladder encompasses at least four dimensions. One dimension is the development of on the job skills enhanced by formal education and continuing education training. An example could be a chore worker for the elderly whose skills are broadened through training in the trades such as plumbing and carpentry. This worker could then be promoted to a trainer type position and with managerial training perhaps to a supervisory position.

A second dimension is the opportunity potential for positions such as nurse aide. Training is now mandated for those who wish this type position within a nursing home and required by hospitals and quality home health organizations. However, additional training may open up nurse aide career advancement such as becoming a surgical aide, an internal nurse aide trainer or a nurse aide supervisor under specific professional supervision.

A third dimension is the licensure ladder which, to use nursing again as an example, one passes the nurse aide examination after training; may next become a licensed practical nurse after graduation from one year of formal schooling and state license examination; completion of a two year registered nurse course which would encompass acceptance of all

or some of the L.P.N. sequence credits and passing the licensure examination; graduation with a bachelor degree which may incorporate previous course work credit; and, advanced degrees which open up college teaching and major managerial, or research or policy positions.

Following the licensure and degree sequence there are enhanced career opportunities through formal training and continuing education within each of these outlined steps. Thus, added training may provide as a fourth dimension increased responsibilities and job title change while still being in conformance with laws affecting any particular license.

There are, of course, Ohio eldercare worker positions which do not require a license. Two, among others, are administrators of senior citizen centers and adult day care centers. Because of the more disabled clientele within the latter, there is a higher probability of a college/university educated administrator compared to the former. Nevertheless, the need for on-going gerontological health and human service training is a given for the day care administrator for not all who are college educated have substantial aging backgrounds. Further, as these enterprises grow, internal career ladder potentials are viable and may most likely be found in the more rural geographies in Ohio.

The senior center administrator is even more likely not to be a college graduate or professional. It would be unusual to see this educational background for this position in rural Ohio. Thus, an internal career ladder based on the continuing education model for training leading to certification is to be considered. One such internal career ladder model based entirely on this approach follows in Table 5.

While the career ladder in nursing may be defined with specific steps, there are eldercare worker positions which have had a nebulous, poorly defined career ladder attachment. This may be true to a considerable extent because the career ladder concept has not been extolled nor refined for all eldercare worker positions. Certification through continuing education has been slow in developing while some programs keep evolving and become diverse in their implementation. The arena of eldercare transportation may be such an example.

In addition to the career ladder within the senior center field built upon continuing education, a career ladder in dietary and nursing follow. The dietary career ladder shows there is more than one career ladder enhancement while the nursing career ladder describes the many hierarchies toward which one may advance once an R.N. with a bachelor degree is obtained. Both the dietary and nursing career ladder approaches encompass continuing education in addition to formal credit education as movement is made within each rung of the ladder.

TABLE 5

SENIOR CENTER CAREER LADDER

Certified Director (Budget, Board Staff, Community Relations, Internal Aging Knowledge Trainer, Overall Management, Program Planner)

•••

Assistant Director (Program Supervisor)

•••

Certified Information and Referral Specialist (Information, Referral and Paraprofessional Counseling in a Helper Role)

•••

Certified Social Director (Social and Therapeutic Programs)

•••

Tour Director (on-the-job training)

•••

Recreation Aide (on-the-job training)

•••

Note: Not all possible positions are contained herein. This is intended to be a generalized model.

Note: Each rung in the ladder would be accomplished through the continuing education mode of training combined, where appropriate, with on-the-job training.

TABLE 6

DIETARY CAREER LADDER

Ph.D. Nutrition Science

***

Masters Degree Nutrition Science of Dietetics

***

Dietitian (all licensed in Ohio) - Registered if they pass national exam

***

Bachelors Degree in Dietetics (4 yr. degree) (note: could be Dietitian)	Hospitality (4 yr. degree)
***	
Dietetic Technician (2 yr. degree)	Hospitality Degree (2 yr.)
***	
Dietary Manager (national certification)	Chef (2 yr. degree or certificate)
***	
Dietary Aide (on-the-job training)	Cook

TABLE 7

NURSING CAREER LADDER

Ph.D. in Nursing
Ph.D. in Education

Masters in Public Administration
Masters in Public Health
Masters in Nursing
Masters in Nursing Administration
Masters in Education
Nurse Practitioner
Nurse Anesthetist
Nurse Midwife

***

Registered Nursing
(4 yr. BSN +2, 2 yr. BSN, BA in other field)

***

Registered Nursing
(2 yr. Associate Degree, 3 yr. certificate)

***

LPN
(1 yr. certificate)

***

Nurse Aide
(75 hr. certificate)
Home Health Aide
Homemaker Aide
Nursing Technician

Any pursuit of types of jobs serving the elderly should recognize and enhance the career ladder potential through career training. Therefore, this report is based on providing this perspective. It deals with on-the-job training through professional education or, in other terms, minimal skill required positions through advanced knowledge based skills of multiple professions.

VI. TASK FORCE RECOMMENDATIONS

I. JTPA SHOULD ESTABLISH FUNDING AND PROGRAMS FOR TRAINING FOR ENTRY INTO THE FIELD OF ELDERCARE.

A. JTPA staff should be made aware of the need and opportunities for eldercare workers and market that need among JTPA clients.

B. JTPA staff should institute and/or strengthen efforts to counsel JTPA clients to consider entry into the eldercare workforce.

C. JTPA should establish funding for training of JTPA clients to become eldercare workers.

D. JTPA, in conjunction with their contracting agencies, should assure follow-up with JTPA clients, including the consideration of funding a pilot project.

II. THE STATE OF OHIO SHOULD TAKE COLLABORATIVE EFFORTS TO FURTHER THE FINDINGS OF THIS JTPA FINAL REPORT.

A. Ohio should seek funding to carry out the recommendations contained in this report.

B. State agencies should collaboratively work to standardize eldercare worker titles, definitions and standards which would include the Ohio Department of Administrative Services identifying those jobs which are eldercare positions.

C. Systematized and comprehensive data collection and analysis on specific eldercare jobs, salaries, and employment needs should be further developed by state agencies, particularly the Ohio Bureau of Employment Services and Ohio Department of Aging.

D. Ohio should ensure adequate levels of education and training opportunities throughout the state for all eldercare workers.

E. State agencies should implement efforts to market the availability and potential of eldercare employment as a viable career.

F. The job matrix should be updated every three to five years due to the changing nature of eldercare positions, staffing needs, salary ranges and training/educational requirements.

III. EDUCATION AND TRAINING OPPORTUNITIES SHOULD BE BROADENED THROUGHOUT OHIO TO ASSURE A TRAINED ELDERCARE WORKFORCE.

A. Funding should be obtained to expand the currently available eldercare education and training across all levels of training, e.g., universities, community colleges, and aging network service providers.

B. Eldercare training curriculums should be standardized utilizing the DACUM process outlined earlier in this report. Consideration should also be given to a pilot project which utilizes the DACUM process or means of curriculum development.

C. All training for eldercare workers should include generic aging content as outlined in this report.

D. Systematized training and educational modules need to be developed to meet the needs of the eldercare workforce and the aging service network.

E. Special efforts should be made to train older adults to serve older adults, both for the benefits to the individuals and due to the changing composition and demographics of the workforce.

F. Ongoing education and training should be provided for career ladder enhancement and mobility of the eldercare worker.

G. The roles of continuing education and credit programs should be examined to define their contributions to the career ladder concept and how they corroborate each other.

IV. CAREER LADDERS SHOULD BE DEVELOPED TO ENHANCE THE EMPLOYMENT, RETENTION, AND MOBILITY OF WORKERS IN THE ELDERCARE SERVICE NETWORK.

A. Funds should be directed to the development and analysis of career ladders for all eldercare worker positions in Ohio.

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APPENDIX A

JTPA ELDERCARE WORKER TRAINING STUDY TASK FORCE MEMBERSHIP

APPENDIX A

JTPA ELDERCARE WORKER TRAINING STUDY
TASK FORCE MEMBERSHIP

Matt Baldwin
Ohio Department of Aging
Columbus

Tom Blaney
North Central Technical College
Mansfield

Annette Burgess
Ohio Department of Development
Columbus

Ted Clinger
United Home Care
Cincinnati

Frankie Coleman
The Private Industry Council of Columbus and Franklin County
Columbus

Karen Crosman
Ohio Department of Aging
Columbus

Marilyn Ferguson
Private Industry Council
Franklin County

Rogene Fridrick
Sinclair Community College
Dayton

Alisia Gentry
Ohio Bureau of Employment Services
Columbus

Jerome Kaplan
The Ohio State University-Mansfield
Mansfield

Martha Kilbourne
Ohio Board of Regents
Columbus

Jerome Kowal
University Hospitals of Cleveland
Cleveland

Ray Matura
University of Rio Grande
Rio Grande

Elaine Miller
Private Industry Council
Springfield

Karen Miller
Ohio Bureau of Employment Services
Columbus

Gwen Morgenstern
Belmont-Harrison Vocational School District
St. Clairsville

Barbara Nicol
Ohio Department of Education
Columbus

Gayle Root
Lifecare Alliance
Columbus

Mildred Seltzer
Scripps Gerontology Center
Oxford

Ann Skopin
Columbus State Community College
Columbus

Brenda Spradling
Ohio Department of Aging
Columbus

Harvey Sterns
The University of Akron
Akron

Nancy Wadsworth
Western Reserve Geriatric Education Center
Cleveland

Iris Whittington-Gold
Cuyahoga Community College
Cleveland, Ohio

APPENDIX B

JTPA HOSPITAL ELDERCARE WORKER COMMITTEE

May 3, 1990

MINUTES

ELDER CARE WORKER FOR HOSPITALS

APRIL 30, 1990

An Ad Hoc group of people were asked to meet in the offices of the Ohio Hospital Association about a manpower issue titled "Elder Care Worker."

Ad Hoc Committee Members

Bonnie Kantor, Sc.D., Meeting Facilitator
Kathleen Antalocy
Danny L. Bogys
Nancy Brunner, R.N., M.S., M.A.
Shirley Dungan, R.N., M.S.N.
Robert Grant
Mary Lou Harrison
Jerome Kaplan, Ph.D.
Michael Snider, Ph.D.
Stephen Wilson, Ph.D.
Lucille Cotner, R.N.
William Weimer
Kenneth Hollenbaugh

RECEIVED
JUN 11 1990

I. WELCOME & INTRODUCTIONS

An agenda for the meeting was developed by Dr. Bonnie Kantor and staff of the Ohio Hospital Association. (Copy attached)

Welcome and introductions were made including a brief description of job positions and responsibilities.

The goal for the meeting was articulated to identify and describe hospital positions and required training of employees working wholly or primarily with geriatric patients/families with emphasis on JPTA involvement level.

II. OPENING REMARKS - THE PROJECT

Dr. Kaplan described the Ohio Department of Aging's overall Elder Care Worker Training Study, defining a range of jobs in the field of aging at the jobs training level. He shared the formal project goal and objectives (see Exhibit II).

III. THE NEED

Dr. Kantor placed in perspective the "needs" for the aging population, identifying three specific areas answering the following questions:

What's going on in hospitals now?
What are geriatric services?
What are the opportunities for the future?

Dr. Kantor also discussed the constraints on services to the aging under our current systems of care giving, these were:

Shortage of nurses
Turnover of nurse aides
Current and future demand for home care
Attitudes of many people about working with older people
Potential new roles for elder care workers

IV. WHAT HOSPITALS ARE DOING NOW AND WHAT WILL BE NEEDED FOR THE FUTURE?

A. Hospital representatives were asked to share their activities and experiences in meeting manpower needs for the aging. The following information was given:

Job Title(s)

Patient Care Assistant
Patient Care Assistant I
Case Management Specialist 1 & 2 (undergraduate degree)
Social Service Aide 2
Patient Care Techs I, II, III, IV
Paramedics
Live-In Companion
Companion/Sitter
Personal aide/friendly visitor

Principle Responsibilities

Housekeeping, dietary assistance
Assist professionals on a unit
Clerical/data support
Evening and night workers
Social service worker aide
Help with both meals and companionship

IV. (Continued)

Job Description(s)/Skills

- See Mt. Carmel Medical Center - Skills Inventory - (Exhibit III)
- Home health duties
- Provides a safe environment for the client
- Follows agency policies and procedures, e.g., record keeping, attends mandatory inservice
- Helps with meals, bathroom care
- Companionship
- Beyond LPN
- Activities of daily living skills, e.g., bathing, oral hygiene, shaving, bed making
- Helps with medical decision-making, i.e., power of attorney

Training Required (Including Career Ladder)

- On the job
- Build on lowest level - Inservice
- Generic training - in geriatrics
- Care giver classes
- Work Incentive Program (WIN)
- Paramedics
- Minimum 80 hours of training
- Undergraduate training in rehab, social work or mental health

Is specialization going in wrong direction?

Salary Ranges

- Economic need for change in nursing care
- Reduction in high priced staff
- Part-time workers - home makers, transport/escort - wide range of salary and wages

B. Jobs are created, combined or retitled in order to:

- Eliminate patient care fragmentation
- Provide wholistic care giving
- Allow career ladder moves
- Reduce turnover
- Reduce numbers of high priced staff
- Provide for home health/home maker
- Provide for a career for older employees

C. Impediments to future planning:

LPN Territory (turf issue)
Licensure of respiratory therapist - now a limitation for others
Invasive/non-invasive care - may be determining factor for elder care worker
Some home care workers do not want to work in hospitals and vice versa
Some do not want personal care
State law and licensure

VI. HOUSE BILL 587

Woody Weimer briefly described the manpower bill to create the Allied Health Care Licensing Advisory Commission, which would review legislative proposals for new licensure programs. Criteria for review includes:

Occupations seeking licensure have a formal period of study
A review of quality control provision
Whether the unlicensed practice of the occupation poses a risk to the public
Whether licensure would assure continuing competency
Whether licensure would reduce the supply of practitioners
The amount of overlap of the scope of practice with other occupations

VII. ROLE OF THE EDUCATOR

A. Community Colleges

Two year programs may grant "home care" workers with a combination of R.N. and respiratory skills but multicompetency health technicians are not easily assimilated into the hospital setting. Students tend to choose one field of concentration or another and not work in two or more. Additionally, students do not see a career ladder in these fields. One obstacle is reluctance to do evening and night shift work in hospitals. Another is that there is presently no way to go from two years to four. Elder care appears to be a terminal degree.

One suggestion made was to follow the paramedical model - a basic course and building upon those fundamentals. Both volunteers and paid positions, community colleges and allied health programs at universities could assist the process.

To train the trainer and provide for the unique setting of each hospital could be a useful role for educators in the future. Differentiating between the university setting and community college could be negotiated community by community.

B. Resistance to Change

Obstacles occur - nurses, O.T. and P.T. therapists, nurse aides, home care aides, and all others resist change. Some don't like working with the elderly - not interested in the maintenance of people and want total rehabilitation. Others want to stay in a setting like a hospital.

The challenge is to encourage change by using inservice and training on the job and having interaction with those in practice. Creativity in all care or personal services settings will be most helpful.

C. Funded Project

Finally, funded demonstration and pilot projects would be most helpful encouraging creativity in the concept of elder care workers. What is seen in Mt. Carmel, Aultman, Memorial Hospital and other settings will encourage others.

VIII RESPONSES TO THE OHIO DEPARTMENT OF AGING

Copies of job descriptions, including titles, principle responsibilities and training for types of "elder care workers" will be collected by the OHA staff and given to Dr. Kaplan for the Elder Care Project.

IX. ADJOURNMENT

There being no further business, the meeting adjourned at 2:00 p.m.

Attest,

Kenneth Hollenbaugh
Vice President - Research and Education

KH:tm

Attachments

APPENDIX C

OHIO DEPARTMENT OF HUMAN SERVICES
REPORT ON 1989 NURSING HOME WAGES

1988 Facility Capacity Report Data

Statewide Data

Ohio 1047 Facilities

Cost Center	Cost	Hours	Avg. Wage	Per Diem	% Total
Administrative					
Medical Director	5671891	133304	42.55	.20	.64%
Director of Nursing	26048156	1804810	14.43	.90	2.93%
Supervising Nurse	12687576	960413	13.21	.44	1.43%
Med. Records Staff	13744666	1864183	7.37	.48	1.55%
Activities Director	17601657	2653902	6.63	.61	1.98%
Pharm. Consult	916719	56662	16.18	.03	.10%
Oth. Hedl & Soc. Svcs	6946940	634851	10.94	.24	.78%
Contract Therapy	5708095	216039	26.32	.20	.64%
Pool Nursing	51143912	3188631	16.04	1.78	5.76%
Utilization Review	1540444	0		.05	.17%
Staff Development	7669116	0		.27	.86%
Fringe Benefits	61223197	0		2.13	6.90%
Total Administrative	210902369	11513595	18.32	7.32	23.76%
Direct Services					
RN	93903772	7310727	12.84	3.26	10.58%
LPN	177821833	17904765	9.93	6.18	20.03%
Aide	334140564	65566961	5.10	11.60	37.64%
Subtotal	605866169	90782453	6.67	21.04	68.25%
Recreational Ther.	4413812	632674	6.98	.15	.50%
Psych Soc. Worker	566662	42003	13.49	.02	.06%
Psychologist	3208449	97899	32.77	.11	.36%
Respiratory Ther	1497487	111609	13.42	.05	.17%
Occupational Ther	5420761	258478	20.97	.19	.61%
Speech Ther	5865432	171435	34.21	.20	.66%
Audiologist	206873	14509	14.26	.01	.02%
Physical Ther	11229135	454259	24.72	.39	1.26%
Ther Aide/Spec Serv	5827934	777611	7.49	.20	.66%
Specialized Svc Other	7013398	1059618	6.62	.24	.79%
Social Svcs/Pastoral	19666495	2183003	9.01	.68	2.22%
QMRP	6074517	524359	11.58	.21	.68%
Subtotal	70990955	6327457	11.22	2.47	8.00%
Total Direct	676857124	97109910	6.97	23.50	76.24%
Grand Total	887759493	108623505	8.17	30.83	100.00%
Average Per Diem Cost	$30.83				
Average PAS	$35.12				
Average Cushion	$4.29				
Facilities Having PAS	811				
Percent Having PAS	77.46%				

Occupancy/Utilization Analysis

Bed Days Available	30800139	
Inpatient Days	28796674	93.50%
Medicaid Days	19856864	68.96%

Available Hours Per Diem

Administrative	.40
RN - Staff	.25
LPN - Staff	.62
Aide - Staff	2.28
Other Direct	.22
Total	3.77

Average Quarterly Wages

	1st	2nd	3rd	4th
RN	12.47	12.73	12.91	13.23
LPN	9.63	9.81	10.02	10.24
Aide	5.01	5.03	5.10	5.22

COG Wage Index

RN	1.00
LPN	1.00
Aide	1.00

Purchased nursing/ total direct nursing

Ratio of Cost	7.78%
Ratio of Hours	3.39%

Note: Average PAS is unweighted, this is likely to be lower than a true weighted average.

BEST COPY AVAILABLE

APPENDIX D

SCHOOL AND
NURSING HOME AREA TRAINING CENTER
SURVEY INSTRUMENT

Educational Organization _____

Address _____

_____

Phone _____

Appropriate Contact Person _____

Title/Position _____

Please answer all that apply.

	Program is Offered	Program is in Planning Stages	Number of Contact Hours	Check if Program has Aging Content	How often Program is offered
1. Nurse Aide					
2. Home Health Aide					
3. Personal Care Aide					
4. Dietary Aide					
5. Cooks/Food Preparers					
6. Cleaning/Janitorial					
7. Resident Activity Coordinator					
8. Recreation Therapist					
9. Activity Aide					
10. Seniors Transportation Worker					
a. Driver					
b. Driver's Aide					
11. Train-the-Trainer					
12. Home Maintenance Supervisor					
13. Chore Worker					

(Over)

	Program is Offered	Program is in Planning Stages	Number of Contact Hours	Check if Program has Aging Content	How often Program offered
14. Home Maintenance					
15. Mental Health Technician					
16. Mental Health Aide					
17. Physical Therapy Assistant					
18. Physical Therapy Aide					
19. Occupational Therapy Assistant					
20. Dental Technician					
21. Volunteer Coordinator					
22. Other (Please specify)					

Comments: _____

_____

_____

_____

Thank You.

APPENDIX E

SCHOOL SURVEY MAILING LIST

Aristotle Institute of Medical/Dental Technology
5900 Westerville Road
Westerville, Ohio 43081

Cleveland Institute of Dental/Medical Assts.
1836 Euclid Ave., 4th Fl.
Cleveland, Ohio 44115

Cleveland Institute of Dental/Medical Assts.
5733 Hopkins Road
Mentor, Ohio 44060

Cleveland Institute of Dental/Medical Assts.
5564 Mayfield Road
Lyndhurst, Ohio 44124

Harding Bliss College
1988 McCartney Road
Youngstown, Ohio 44505

Institute of Medical/Dental Technology
375 Glensprings Dr. #102
Cincinnati, Ohio 45246

Institute of Medical/Dental Technology
4452 Eastgate Blvd. #209
Cincinnati, Ohio 45245

National Education Center
Nat'l. Inst. of Technology
1225 Orlen Ave.
Cuyahoga Falls, Ohio 44221

National Education Centers
14445 Broadway Ave.
Maple Heights, Ohio 44137

Ohio Education Academy, Inc.
3030 Euclid Ave., Ste. 412
Cleveland, Ohio 44115

Sawyer College
139 S. Philadelphia
Dayton, Ohio 45403

Sawyer College
237 E. High Street
Springfield, Ohio 45505

Sawyer College of Business-West Side
13027 Lorain Ave.
Cleveland, Ohio 44111

Sawyer College of Business
3150 Mayfield Road
Cleveland Hts., Ohio 44118

Scott Institute of Business & Technology
4580 Heaton Road
Columbus, Ohio 43229

Shanango Valley School of Business
335 Boyd Drive
Sharon, PA 16146

Southeastern Business Coll.
1855 Western Ave.
Chillicothe, Ohio 45601

Southeastern Business Coll.
529 Jackson Pike, Suite 312
Gallipolis, Ohio 45631

Southeastern Business Coll.
3879 Rhodes Ave.
New Boston, Ohio 45662

Southeastern Business Coll.
4 West Broadway
Wellston, Ohio 45692

Southeastern Business Coll.
1522 Sheridan Drive
Lancaster, Ohio 43130

Southern Ohio College
1055 Laidlaw Ave.
Cincinnati, Ohio 45327

Southern Ohio College
979 S. James Road
Columbus, Ohio 43227

Southern Ohio College
4430 State Road
Cleveland, Ohio 44109

Southwestern College of Business
631 S. Briel Blvd.
Middletown, Ohio 45044

Southwestern College of Business
9910 Princeton-Glendale Road
Cincinnati, Ohio 45246

Stautzenberger College-South
5355 Southwyck Blvd.
Toledo, Ohio 43614

Stautzenberger College-Central
1946 N. 13th St., #292
Toledo, Ohio 43624

Stautzenberger College-East
4615 Woodville Road
Toledo, Ohio 43619

Sawyer College
416 W. 9th St.
Cincinnati, Ohio 45203

Vocational Guidance Svcs.
2239 E. 55th Street
Cleveland, Ohio 44103

Vocational Training Ctr.
2955 E. 71st Street
Cleveland, Ohio 44104

Wooster Business College/Akron
39 E. Market Street
Akron, Ohio 44308

Wooster Business College
11610 Euclid Avenue
Cleveland, Ohio 44106

Wooster Business College/
Medical Education Center
14693 Lorain Ave.
Cleveland, Ohio 44111

Universal Technical Inst.
601 Regency Drive
Glendale Hts., IL 60139

Boheckers Business College
161 E. Main Street
Ravenna, Ohio 44266

Boheckers Business College
200 Glamorgan Street
Alliance, Ohio 44601

DeVry Inst. of Technology
1350 Alum Creek Drive
Columbus, Ohio 43209-2764

Education Exchange, Inc.
26260 Center Ridge Rd.
Westlake, Ohio 44145

Lincoln Academy of Careers
29023 Euclid Avenue
Wickliffe, Ohio 44092

Lorain Business College-Sandusky Branch
4020 Milan Road
Sandusky, Ohio 44870

Miami-Jacobs Jr. College of Business
400 E. Second St.
P.O. Box 143
Dayton, Ohio 45402

Penn-Ohio Copllege
3517 Market Street
Youngstown, Ohio 44507

The Sundrex Institute
10945 Reed Hartman Highway
Cincinnati, Ohio 45242

MEL FRASS SUPT
DELAWARE CO JVSD
1610 SR 521 BOX 838
DELAWARE OH 43015

LARRY GRASER SUPT
VANGUARD SENTINEL JVSD
1306 CEDAR STREET
FREMONT OH 43420

ROGER AMES SUPT
COSHOCTON CO JVSD
23640 COUNTY RD 202
COSHOCTON OH 43812

RAY RICHARDSON SUPT
KNOX CO JVSD
306 MARTINSBURG RD
MT VERNON OH 43050

OTTO MEYER SUPT
FOUR CO JVSD
ROUTE 1 BOX 245A
ARCHBOLD OH 43502

BURCHARD SHEEHY SUPT
JEFFERSON CO JVSD
RD 1 BOX 158A
BLOOMINGDALE OH 43910

WILLIAM MANN SUPT
LICKING CO JVSD
150 PRICE RD
NEWARK OH 43055

LOUISE FOUGHT SUPT
PENTA CO JVSD
30095 OREGON RD
PERRYSBURG OH 43551

THOMAS ASH SUPT
EAST LIVERPOOL CITY SCH
202 MAPLEWOOD AVE
EAST LIVERPOOL OH 43920

BRIAN OMARA SUPT
CENTRAL OHIO JVSD
7877 ROUTE 42 NE
PLAIN CITY OH 43064

ROBERT ZIMPFER SUPT
SYLVANIA CITY SCHOOLS
6350 MONROE STREET
SYLVANIA OH 43560

GERALD NARCISI SUPT
BELMONT HARRISON JVSD
68090 HAMMOND RD
ST CLAIRSVILLE OH 43950

BOB BOWERS SUPT
SOUTHWESTERN CITY SCH
2975 KINGSTON AVE
GROVE CITY OH 43123

KENNETH BISHOP SUPT
WASHINGTON LOCAL SCHOOLS
3505 W LINCOLNSHIRE BLVD
TOLEDO OH 43606

CLAUDE GRAVES SUPT
EASTLAND CAREER CTR
4465 SOUTH HAMILTON RD
GROVEPORT OH 43125

RUTH SCOTT SUPT
TOLEDO CITY SCHOOLS
MANHATTAN & ELM STS
TOLEDO OH 43608

JERRY BROCKWAY SUPT
ASHTABULA CO JVSD
SR 167 & BEATTY RD
JEFFERSON OH 44047

JOHN BAUGHMAN SUPT
LANCASTER CITY SCHOOLS
345 EAST MULBERRY STREET
LANCASTER OH 43130

ROBERT PFEFFERLE SUPT
OREGON CITY SCHOOLS
5721 SEAMAN RD
OREGON OH 43616

THOMAS BOLLIN SUPT
LORAIN CITY SCHOOLS
1020 7TH STREET
LORAIN OH 44052

RONALD ETHERIDGE SUPT
COLUMBUS CITY SCHOOLS
270 EAST STATE STREET
COLUMBUS OH 43215

JOSEPH LUPO SUPT
MID EAST OHIO VSD
400 RICHARDS RD
ZANESVILLE OH 43701

JOSEPH LESAK SUPT
MENTOR EX VILLAGE SCH
6451 CENTER ST
MENTOR OH 44060

JAMES CRAYCRAFT SUPT
TRI RIVERS JVSD
2222 MARION MT GILEAD RD
MARION OH 43302

BUDD HEGELE SUPT
MORGAN LOCAL SCHOOLS
P O BOX 509
MCCONNELSVILLE OH 43756

WILLIAM RUTH SUPT
LORAIN CO JVSD
RR 1 RT 58 SOUTH
OBERLIN OH 44074

MARILYN MEYER SUPT
OHIO HI POINT JVSD
2280 ST RT 540
BELLEFONTAINE OH 43311

DAVID PHILLIPS SUPT
SWITZERLAND OF OHIO LOC
134 SOUTH MAIN ST
WOODSFIELD OH 43793

PETER OBERSON
AUBURN VSD
8140 AUBURN RD
PAINESVILLE OH 44077

DANIEL KALISH SUPT
LAKEWOOD CITY SCHOOLS
1470 WARREN RD
LAKEWOOD OH 44107

RONALD SCHUSTER SUPT
LORDSTOWN LOCAL SCH
1824 SALTSPRINGS RD
WARREN OH 44481

HAYWARD SIMS SUPT
E CLEVELAND CITY SCH
15305 TERRACE RD
EAST CLEVELAND OH 44112

GERALD REEVES
HUDSON LOCAL SCHOOLS
77 NORTH OVIATT STREET
HUDSON OH 44236

NICK PITINII SUPT
WARREN CITY SCHOOLS
261 MONROE ST NW
WARREN OH 44482

ALFRED TUTELA SUPT
CLEVELAND CITY SCHOOLS
1380 EAST SIXTH ST
CLEVELAND OH 44114

DAVID KLEINSCHMIDT
PORTAGE LAKES JVSD
BOX 248 4401 SHRIVER RD
GREENSBURG OH 44232

ROBERT WILLIAMS SUPT
TRUMBULL CO JVSD
528 EDUCATIONAL HWY
WARREN OH 44483

LAUREE GEARITY SUPT
CLEVE HTS UNIV HTS CITY
2155 MIRAMAR BLVD
CLEVELAND HTS OH 44118

BRENDA HOLLENSEN SUPT
MEDINA CO JVSD
1101 WEST LIBERTY
MEDINA OH 44256

EMANUEL CATSOULES SUPT
YOUNGSTOWN CITY SCHOOLS
P O BOX 550
YOUNGSTOWN OH 44501

KURT STANIC SUPT
EUCLID CITY SCHOOLS
651 EAST 222ND ST
EUCLID OH 44123

JOHN KILCHENMAN SUPT
MAPLEWOOD AREA JVSD
7075 ST RT 88
RAVENNA OH 44266

RICHARD TORMASI SUPT
ALLIANCE CITY SCHOOLS
200 GLAMORGAN ST
ALLIANCE OH 44601

CARL HILLING SUPT
PARMA CITY SCHOOLS
6726 RIDGE RD
PARMA OH 44129

CHARLES PARSONS SUPT
WADSWORTH CITY SCHOOLS
360 COLLEGE STREET
WADSWORTH OH 44281

ALEXANDER PARIS SUPT
MASSILLON CITY SCHOOLS
22 FEDERAL AVE NE
MASSILLON OH 44646

DOYLE DAVIDSON SUPT
POLARIS JVSD
7285 OLD OAK BLVD
MIDDLEBURG HTS OH 44130

CONRAD OTT SUPT
AKRON CITY SCHOOLS
70 NORTH BROADWAY
AKRON OH 44308

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JACKSON LOCAL SCHOOLS
7984 FULTON DR NW
MASSILLON OH 44646

JACK NEAL SUPT
MAPLE HEIGHTS CITY SCH
5500 CLEMENT DR
MAPLE HEIGHTS OH 44137

JAMES GRAY SUPT
SPRINGFIELD LOCAL SCH
2960 SANITARIUM RD
AKRON OH 44321

GENE FEUCHT SUPT
PERRY LOCAL SCHOOLS
4201 HARSH AVE NW
MASSILLON OH 44646

JERRY SHUCK SUPT
CUYAHOGA VALLEY JVSD
8001 BRECKSVILLE RD
BRECKSVILLE OH 44141

ROBERT LANTZ SUPT
MAHONING CO JVSD
7300 N PALMYRA RD
CANFIELD OH 44406

THOMAS WINKHART SUPT
STARK CO AREA JVSD
6805 RICHVILLE DR SW
MASSILLON OH 44646

ROBERT STABILE SUPT
MAYFIELD CITY SCHOOLS
784 SOM CENTER RD
CLEVELAND OH 44143

EDNA ANDERSON SUPT
COLUMBIANA CO VSD
9364 ST RT 45
LISBON OH 44432

WILLIAM HACKMAN SUPT
BUCKEYE JVSD
545 UNIVERSITY DR NE
N PHILADELPHIA OH 44663

WILLIAM ZWICK SUPT
WAYNE CO JVSD
P O BOX 378
SMITHVILLE OH 44677

FREDERICK SLATER SUPT
MADISON LOCAL SCHOOLS
1379 GRACE STREET
MANSFIELD OH 44905

HAROLD CARR SUPT
GREAT OAKS JVSD
3254 EAST KEMPER RD
CINCINNATI OH 45241

ROBERT HENDERSON SUPT
CANTON CITY SCHOOLS
617 MCKINLEY AVE SW
CANTON OH 44707

JAMES BOYD SUPT
BUTLER CO JVSD
3603 HAMILTON MIDDLETOWN
HAMILTON OH 45011

DALE BAUGHMAN SUPT
MONTGOMERY CO JVSD
6800 HOKE RD
CLAYTON OH 45315

NORMAN POYNTER SUPT
CANTON LOCAL SCHOOLS
4526 RIDGE AVE, SE
CANTON OH 44707

ROBERT QUISENBERRY SUPT
HAMILTON CITY SCHOOLS
332 DAYTON STREET
HAMILTON OH 45012

KENNETH PETERS SUPT
GREENVILLE CITY SCH
MEMORIAL HALL 4TH ST
GREENVILLE OH 45331

LARRY MORGAN SUPT
PLAIN LOCAL SCHOOLS
901 44TH ST NW
CANTON OH 44709

EDWARD PERKINS SUPT
WARREN CO JVSD
3525 NORTH ST RT 48
LEBANON OH 45036

RICHARD ADAMS SUPT
UPPER VALLEY JVSD
8811 CAREER DR
PIQUA OH 45356

ROBERT RODEN SUPT
NORTH CANTON CITY SCH
525 7TH ST NE
NORTH CANTON OH 44720

HARRY EASTRIDGE SUPT
MIDDLETOWN CITY SCHOOLS
1515 GIRARD AVE
MIDDLETOWN OH 45044

JAMES CLENDENDING SUPT
GREENE COUNTY VSD
2960 WEST ENON RD
XENIA OH 45385

DAVID KOVACH SUPT
ASHLAND CO/W HOLMES JVS
1783 SR 60 RD 6
ASHLAND OH 44805

DENNIS N DEVINE SUPT
WEST CLERMONT LOCAL SCH
550 CINCINNATI-BATAVIA PIKE
CINCINNATI OH 45244

FRANKLIN SMITH SUPT
DAYTON CITY SCHOOLS
348 W. FIRST STREET
DAYTON OH 45402

JOSEPH DEROSE SUPT
EHOVE JVSD
P O BOX 250
MILAN OH 44846

KENNETH MORRISON SUPT
U S GRANT JVSD
FIRST NATL BANK BLDG
BETHEL OH 45106

LOWELL DRAFFEN SUPT
MAD RIVER LOCAL SCH
801 HARSHMAN RD
DAYTON OH 45431

GENE KLEINDIENST SUPT
SANDUSKY CITY SCH
407 DECATUR ST
SANDUSKY OH 44870

RODNEY GLOVER SUPT
SOUTHERN HILLS JVSD
HAMER RD U S 68 BOX 179
GEORGETOWN OH 45121

ROBERT KREINER SUPT
CENTERVILLE CITY SCH
111 VIRGINIA AVE
CENTERVILLE OH 45459

RICHARD JONES SUPT
PIONEER JVSD
P O BOX 309
SHELBY OH 44875

LEE ETTA POWELL SUPT
CINCINNATI CITY SCHOOLS
230 EAST NINTH ST
CINCINNATI OH 45202

RALPH ALEXANDER SUPT
SPRINGFIELD CLARK JVSD
1901 SELMA RD
SPRINGFIELD OH 45505

MEL COLEMAN SUPT
MANSFIELD CITY SCHOOLS
3 WEST FOURTH ST
MANSFIELD OH 44902

RUSSELL SAMMONS SUPT
NORTHWEST LOCAL SCHOOLS
3240 BANNING RD
CINCINNATI OH 45239

JACK DERR SUPT
PICKAWAY ROSS JVSD
895 CROUSE CHAPEL RD
CHILLICOTHE OH 45601

PERRY WALLS SUPT
LAWRENCE CO JVSD
ROUTE 2 GETAWAY
CHESAPEAKE OH 45619

RALPH STELZER SUPT
TRI STAR CAREER COMPACT
585 LIVINGSTON
CELINA OH 45822

TOM REISER SUPT
SCIOTO CO JVSD
P O BOX 766
LUCASVILLE OH 45648

JAN PATTON SUPT
FINDLAY CITY SCHOOLS
227 SOUTH WEST ST
FINDLAY OH 45840

LARRY MEREDITH SUPT
PIKE CO JVSD
P O BOX 577
PIKETON OH 45661

ROBERT BRANDT SUPT
VANTAGE JVSD
818 N FRANKLIN ST
VAN WERT OH 45891

JOHN SHUMP SUPT
GALLIA JACKSON VINTON JVS
P O BOX 157
RIO GRANDE OH 45674

WALTER KNAUFF SUPT
OHIO VALLEY LOCAL SCH
123 WEST MAIN ST
WEST UNION OH 45693

DAVID BARRETT SUPT
WASHINGTON CO JVSD
ROUTE 2
MARIETTA OH 45750

JAMES CARPENTER SUPT
MEIGS LOCAL SCHOOLS
SOUTH THIRD ST
MIDDLEPORT OH 45760

RONALD SMITH SUPT
TRI COUNTY JVSD
ROUTE 1
NELSONVILLE OH 45764

CHARLES BUROKER
LIMA CITY SCHOOLS
515 CALUMET AVE
LIMA OH 45804

JON ROCKHOLD SUPT
APOLLO JVSD
3325 SHAWNEE RD
LIMA OH 45806

DR FRED STURM ACTING DEAN
COMMUNITY & TECHNICAL COLLEGE
UNIVERSITY OF AKRON
304 EAST BUCHTEL AVENUE
AKRON OH 44325 0001

DR LARRY JONES DEAN
GEAUGA CAMPUS
KENT STATE UNIVERSITY
14111 CLARIDON TROY ROAD
BURTON TOWNSHIP OH 44021 9535

DR DAN GARRISON DIRECTOR
AGRICULTURAL TECHNICAL INST
OHIO STATE UNIVERSITY
1328 DOVER ROAD
WOOSTER OH 44691 8905

DR TYRONE M TURNING DEAN
WAYNE COLLEGE
UNIVERSITY OF AKRON
10470 SMUCKER ROAD
ORRVILLE OH 44667 9757

DR WILLIAM G BITTLE DEAN
STARK CAMPUS
KENT STATE UNIVERSITY
6000 FRANK ROAD NW
CANTON OH 44720 7599

DR JAMES W NEWTON DEAN
BELMONT CAMPUS
OHIO UNIVERSITY
45425 NATIONAL ROAD WEST
ST CLAIRSVILLE OH 43950 9724

DR ROBERT DeBARD DEAN
FIRELANDS CAMPUS
BOWLING GREEN STATE UNIVERSITY
901 RYE BEACH ROAD
HURON OH 44839 9791

DR DAVID A ALLEN JR DEAN
TRUMBULL CAMPUS
KENT STATE UNIVERSITY
4314 MAHONING AVENUE NW
WARREN OH 44483 1998

DR DELBERT E MEYER DEAN
CHILLICOTHE CAMPUS
OHIO UNIVERSITY
P O BOX 629
CHILLICOTHE OH 45601 0629

DR ERNEST G MUNTZ DEAN
RAYMOND WALTERS COLLEGE
UNIVERSITY OF CINCINNATI
9555 PLAINFIELD ROAD
BLUE ASH OH 45236 1096

MR HAROLD D SHADE DEAN
TUSCARAWAS CAMPUS
KENT STATE UNIVERSITY
UNIVERSITY DR NE
NEW PHILADELPHIA OH 44663

DR BILL W DINGUS DEAN
IRONTON CAMPUS
OHIO UNIVERSITY
1701 SOUTH SEVENTH STREET
IRONTON OH 45638 2296

DR ROGER J BARRY DEAN
CLERMONT COLLEGE
UNIVERSITY OF CINCINNATI
COLLEGE DRIVE
BATAVIA OH 45103 1785

DR HARRIET TAYLOR EXEC DIR
HAMILTON CAMPUS
MIAMI UNIVERSITY
1601 PECK BOULEVARD
HAMILTON OH 45011 3399

DR RAYMOND S WILKES DEAN
LANCASTER CAMPUS
OHIO UNIVERSITY
1570 GRANVILLE PIKE
LANCASTER OH 43130 1097

MR FREDERICK J KRYNAN DEAN
OMI COLLEGE OF APPLIED SCIENCE
UNIVERSITY OF CINCINNATI
2220 VICTORY PARKWAY
CINCINNATI OH 45206 2822

DR MICHAEL P GOVERNANTI EXEC DIR
MIDDLETOWN CAMPUS
MIAMI UNIVERSITY
4200 E UNIVERSITY BOULEVARD
MIDDLETOWN OH 45042 3458

DR CRAIG D LAUBENTHAL DEAN
ZANESVILLE CAMPUS
OHIO UNIVERSITY
1425 NEWARK ROAD
ZANESVILLE OH 43701 2695

MR DAVID HARTLEB DEAN
UNIVERSITY COLLEGE
UNIVERSITY OF CINCINNATI
CLIFTON AVENUE
CINCINNATI OH 45221 0399

DR JAMES J COUNTRYMAN
DEAN/DIRECTOR
LIMA CAMPUS
OHIO STATE UNIVERSITY
4300 CAMPUS DRIVE
LIMA OH 45804 3596

DR SAMUEL CROWL DEAN
UNIVERSITY COLLEGE
OHIO UNIVERSITY
CHUBB HALL #140
ATHENS OH 45701 2979

DR JOHN K MAHAN DEAN
ASHTABULA CAMPUS
KENT STATE UNIVERSITY
3325 WEST 13TH STREET
ASHTABULA OH 44004 2299

DR JOHN O RIEDEL DEAN
MANSFIELD CAMPUS
OHIO STATE UNIVERSITY
1680 UNIVERSITY DRIVE
MANSFIELD OH 44906 1599

DR CHARLES H BOHLEN DEAN
COMMUNITY & TECHNICAL COLL
UNIVERSITY OF TOLEDO
2801 WEST BANCROFT STREET
TOLEDO OH 43606 3390

MS SUZANNE FITZGERALD DEAN
EAST LIVERPOOL CAMPUS
KENT STATE UNIVERSITY
400 EAST FOURTH STREET
EAST LIVERPOOL OH 43920 3497

DR FRANCIS E HAZARD DEAN/DIR
MARION CAMPUS
OHIO STATE UNIVERSITY
1465 MT VERNON AVENUE
MARION OH 43302 5695

DR DONALD A CARLSON DEAN
LAKE CAMPUS
WRIGHT STATE UNIVERSITY
7600 STATE ROUTE 703
CELINA OH 45822 2999

DR JAMES F COONEY DEAN
SALEM CAMPUS
KENT STATE UNIVERSITY
SALEM LISBON ROAD
SALEM OH 44460 9412

BR JULIUS S GREENSTEIN
DEAN/DIRECTOR
NEWARK CAMPUS
OHIO STATE UNIVERSITY
UNIVERSITY DRIVE
NEWARK OH 43055 1797

DR VICTOR H RICHLEY DEAN
COLL APPLIED SCIENCE/TECH
YOUNGSTOWN STATE UNIVERSITY
410 WICK AVENUE
YOUNGSTOWN OH 44503 1509

DEANS/DIRECTORS OF UNIVERSITY BRANCH CAMPUSES

TOTAL 30

7/90

BEST COPY AVAILABLE

FOUR YEAR UNIVERSITIES' PRESIDENTS
TOTAL 15

7/90

DR WILLIAM V MUSE
PRESIDENT
UNIVERSITY OF AKRON
302 E BUCHTEL AVENUE
AKRON OH 44325 0001

DR PAUL J OLSCAMP
PRESIDENT
BOWLING GREEN STATE UNIVERSITY
BOWLING GREEN OH 43403 0001

DR ARTHUR E THOMAS
PRESIDENT
CENTRAL STATE UNIVERSITY
WILBERFORCE OH 45384 3002

DR JOSEPH A STEGER
PRESIDENT
UNIVERSITY OF CINCINNATI
CINCINNATI OH 45221 0063

DR JOHN A FLOWER
PRESIDENT
CLEVELAND STATE UNIVERSITY
CLEVELAND OH 44115 2440

DR MICHAEL SCHWARTZ
PRESIDENT
KENT STATE UNIVERSITY
KENT OH 44242 0001

DR PAUL G PEARSON
PRESIDENT
MIAMI UNIVERSITY
OXFORD OH 45056 1604

DR EDWARD H JENNINGS PRESIDENT
THE OHIO STATE UNIVERSITY
190 NORTH OVAL MALL
205 BRICKER HALL
COLUMBUS OH 43210 1357

DR CHARLES J PING
PRESIDENT
OHIO UNIVERSITY
ATHENS OH 45701 2979

DR FRANK E HORTON
PRESIDENT
UNIVERSITY OF TOLEDO
2801 WEST BANCROFT STREET
TOLEDO OH 43606 3390

DR PAIGE E MULHOLLAN
PRESIDENT
WRIGHT STATE UNIVERSITY
9035 COLONEL GLENN HIGHWAY
DAYTON OH 45435 0001

DR NEIL D HUMPHREY
PRESIDENT
YOUNGSTOWN STATE UNIVERSITY
YOUNGSTOWN OH 44555 0001

DR RICHARD D RUPPERT
PRESIDENT
MEDICAL COLLEGE OF OHIO AT TOL
CALLER SERVICE NO 10008
TOLEDO OH 43699 0008

DR COLIN CAMPBELL PROV/DEAN
NORTHEASTERN OHIO UNIVERSITIES
COLLEGE OF MEDICINE
4209 STATE ROUTE 44
ROOTSTOWN OH 44272 9623

DR CLIVE VERI
PRESIDENT
SHAWNEE STATE UNIVERSITY
940 SECOND STREET
PORTSMOUTH OH 45662 4303

DR THOMAS E WAGNER
VICE PROVOST
UNIVERSITY OF CINCINNATI
MAIL LOCATION 97
CINCINNATI OH 45221 0097

DR JAMES C BRYANT VICE PROVOST
FOR REGIONAL HIGHER EDUCATION
OHIO UNIVERSITY
ATHEN OH 45701 2979

DR CHARLES E CORBATO ASSOC PROV
ADADEMIC AFFAIRS OSU
203 BRICKER HALL
190 N OVAL
COLUMBUS OH 43210 1328

DR GORDON W KELLER
VICE PROVOST
FOR REGIONAL CAMPUSES
KENT STATE UNIVERSITY
101 MERRILL HALL
KENT OH 44242 001

DR A L ADDINGTON PROVOST
SHAWNEE STATE UNIVERSITY
940 SECOND STREET
PORTSMOUTH OH 45662 4303

TWO-YEAR COLLEGE PRESIDENTS 7/90

TOTAL 23

MR ALBERT A SALERNO
PRESIDENT
CLARK STATE COMMUNITY COLLEGE
570 EAST LEFFEL LANE
SPRINGFIELD OH 45505 4795

DR LEWIS C MILLER
ACTING PRESIDENT
BELMONT TECHNICAL COLLEGE
120 FOX SHANNON PLACE
ST CLAIRSVILLE OH 43950 9735

MR DANIEL H BROWN
PRESIDENT
OWENS TECHNICAL COLLEGE
OREGON ROAD CALLER NO 10 000
TOLEDO OH 43699 1947

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PRESIDENT
COLUMBUS STATE COMMUNITY COLL
550 EAST SPRING STREET
COLUMBUS OH 43215 1722

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PRESIDENT
CENTRAL OHIO TECHNICAL COLLEGE
UNIVERSITY DRIVE
NEWARK OH 43055 1711

DR JOHN J McGRATH
PRESIDENT
STARK TECHNICAL COLLEGE
6200 FRANK AVENUE NW
CANTON OH 44720 7299

DR NOLEN M ELLISON
PRESIDNT
CUYAHOGA COMMUNITY COLLEGE
700 CARNEGIE AVENUE
CLEVELAND OH 44115 2878

DR JOHN J LIGHT
PRESIDENT
HOCKING TECHNICAL COLLEGE
HOCKING PARKWAY
NELSONVILLE OH 45764 9704

DR RICHARD M SIMON
PRESIDENT
TERRA TECHNICAL COLLEGE
2830 NAPOLEON ROAD
FREMONT OH 43420 9670

DR RALPH R DOTY
PRESIDENT
LAKELAND COMMUNITY COLLEGE
I-90 & ROUTE 306
MENTOR OH 44060 7594

DR EDWARD L FLORAK
PRESIDENT
JEFFERSON TECHNICAL COLLEGE
4000 SUNSET BOULEVARD
STEUBENVILLE OH 43952 3594

DR CARSON K MILLER
PRESIDENT
WASHINGTON TECHNICAL COLLEGE
ROUTE 2 STATE ROUTE 676
MARIETTA OH 45750 9802

DR ROY A CHURCH
PRESIDENT
LORAIN COUNTY COMMUNITY COLL
1005 NORTH ABBE ROAD
ELYRIA OH 44035 1691

DR JAMES J COUNTRYMAN
PRESIDENT
LIMA TECHNICAL COLLEGE
4240 CAMPUS DRIVE
LIMA OH 45804 3597

DR JAMES P LONG
PRESIDENT
CINCINNATI TECHNICAL COLLEGE
3520 CENTRAL PARKWAY
CINCINNATI OH 45223 2690

DR PAUL C HAYES
PRESIDENT
RIO GRANDE COMMUNITY COLLEGE
RIO GRANDE OH 45674 9999

DR J RICHARD BRYSON
PRESIDENT
MARION TECHNICAL COLLEGE
1465 MT VERNON AVENUE
MARION OH 43302 5694

DR KENNETH A YOWELL
PRESIDENT
EDISON STATE COMMUNITY COLLEGE
1973 EDISON DRIVE
PIQUA OH 45356 9253

DR LYNN H WILLETT
PRESIDENT
MUSKINGUM AREA TECHNICAL COLL
1555 NEWARK ROAD
ZANESVILLE OH 43701 2694

DR DAVID H PONITZ
PRESIDENT
SINCLAIR COMMUNITY COLLEGE
444 WEST THIRD STREET
DAYTON OH 45402 1453

DR BYRON E KEE
PRESIDENT
NORTH CENTRAL TECHNICAL COLL
2441 KENWOOD CIRCLE BOX 698
MANSFIELD OH 44901 0698

DR GEORGE R McCORMICK
PRESIDENT
SOUTHERN STATE COMMUNITY COLL
200 HOBART DRIVE
HILLSBORO OH 45133 9487

DR JAMES O MILLER
PRESIDENT
NORTHWEST TECHNICAL COLLEGE
P O BOX 246 A
ARCHBOLD OH 43502 0260